



## VACANCY BULLETIN

### **Five-Year Fixed Term**

**Position: Administrative Assistants X4**  
**Department of Higher Education & Training**  
**Student Support & Scholarship Management**  
**Post Level: 12**  
**Ref: 26/A52**

The Department of Higher Education and Training has a five-year fixed-term position for Administrative Assistants X4.

### **INSTRUCTIONS:**

Applicants are required to submit, together with the CVs, a standardised application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Further note that candidates may be expected to make a presentation or undergo competency testing.

The position requires someone who can provide comprehensive administrative, logistical, and student-support services for the implementation of international scholarship programmes across all stages (pre-scholarship, on-scholarship, and post-scholarship), ensuring smooth operations, accurate record-keeping, and efficient service delivery.

### **Key performance areas**

1. Student support
2. Scholarship uptake and administrative processes
3. Marketing and Promotion of the DHET scholarship programmes
4. Shortlisting and interview scheduling of scholarship applicants

Women and people with disabilities are encouraged to apply.



5. Travel and logistics coordination
6. Application handling and selection support
7. Database maintenance and record keeping
8. Student Data collection and document management

**Minimum Requirements:**

- NQF Level 4 (National Senior Certificate)
- A Bachelor's degree/National Diploma qualification related to the core functions will be an added advantage.

**Plus:**

- 2 years' relevant experience in student support programmes
- 2 years' experience in scholarship/bursary administration, including uptake processes, and student scholarship/bursary advisory

**Knowledge and Skills:**

- Public Service Policies and Procedures
- Office Administration and Clerical Procedures
- Scholarship and Bursary Administration Processes
- Travel and Logistics Coordination
- Financial and Payment Processes
- Visa application processes
- Data and Information Management
- Stakeholder Engagement
- Communication Skills (Verbal and Written)
- Administrative and Organisational Skills
- Computer Literacy
- Data Capturing and Reporting Skills
- Problem-Solving Skills
- Customer Service and Client Orientation
- Attention to Detail
- Interpersonal Skills
- Time Management
- Marketing, advocacy, and promotion of bursary or scholarship programmes
- Financial support, reporting and data management

Women and people with disabilities are encouraged to apply.



**Send your CV to:** [adminassistant26a52@tamdeco.co.za](mailto:adminassistant26a52@tamdeco.co.za)

**Enquiries:** Dr M Moyo

**Tel. No/Email:** [Moyo.M@dhet.gov.za](mailto:Moyo.M@dhet.gov.za)

**Closing Date:** 06 November 2026

**If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. Candidates may be required to undergo psychometric tests and any other simulation interventions. People with disabilities are encouraged to apply. Preference will be given to people from designated groups, and the University reserves the right, in its sole discretion, not to make an appointment.**

