Tshwane University of Technology

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# VACANCY BULLETIN

**STUDENT ASSISTANT x1**
**DEPARTMENT: COMPUTER SCIENCE**
**FACULTY: INFORMATION AND COMMUNICATION TECHNOLOGY**
**POLOKWANE CAMPUS**
**Ref: 26/R41**

The Department of Computer Science has one Part-Time Student Administrative Assistant Position at the Polokwane Campus for 2027 Academic Year.

**INSTRUCTIONS:** Applicants are required to submit, together with the CVs, a fully completed standardized 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. Candidates may be subjected to appropriate psychometric testing and other selection instruments.

**Key performance areas/Core functions:**

- Attending to students enquires.
- Assist with the planning of Orientation and Bootcamp programs of the first entering students in the faculty.
- Filling and safekeeping of relevant documents.
- Good communication (verbal and written) as well as good interpersonal skills.
- Assist with Academic administration.
- Provide general administrative support to the department.

**Minimum requirements:**

1. **Academic qualifications:**

- National Diploma or Advanced Diploma in Office Management/ administrative Information Management/ Business Administration
- Applicant Must be a registered student in the 2027 academic year.

2. **Experience:**

- 1 year experience in the Academic administration environment.

3. **Registration with professional body (if applicable)**

- TUT registered Student.

Women and people with disabilities are encouraged to apply.

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**Send your CV to**: RecruitmentPolCompSc@tut.ac.za

**Closing Date** : 24 November 2026

**Enquiries** : Ms TP Mtshali
012 382 0957

**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. The University reserves the right not to make an appointment. It is the intention of the university to promote representatively in respect of race, gender, and disability through the filling of these posts.**

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