VACANCY BULLETIN

Tshwane University of Technology
We empower people

The Directorate of Extracurricular Development has a Part-time position *(from 01 March 2026 to 31 December 2026)* for Administrative Assistant in the Office of the Director.

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.

Critical Performance Areas

- Conceptualise and host podcasts that showcase student talent, leadership, innovation, culture, and entrepreneurship
- Conduct interviews with students, alumni, industry partners, and guest speakers
- Prepare episode outlines, questions, and talking points aligned to institutional values and institutional goals
- Facilitate inclusive, respectful, and engaging discussions on student-related themes.
- Collaborate with students clubs and societies to identify relevant content and voices
- Support students participation and skills development in podcasting, media, and digital communication
- Coordinate recording schedules and ensure timely release of episodes
- Promote Podcast through campus platforms and social media channels
- Ensure content complies with university policies, ethics, and communication standards
- Responsible for booking of guests
- Liaising with guests and other team members to ensure timely delivery of content
- Assist in developing and managing podcast marketing strategies to increase audience engagement and growth
- Collaborate with internal and external partners to create engaging and relevant content for the podcast
- Assist in overseeing all aspects of a Podcast's production, ranging from technical to administrative tasks
- Monitor and analyse podcast performance metrics to identify areas for improvement and growth

People with disabilities are encouraged to apply.

Minimum Requirements

1. **Academic qualifications:**

   - A National Senior Certificate or equivalent

2. **Other requirements:**

   - Interest in media and digital content creation
   - Previous experience with podcasts and radio
   - Confidence in speaking in front of an audience (on camera or audio)
   - Available to work during office hours, after hours, and weekends
   - Available to travel to all campuses
   - Driver's license

Send your CV to: RecruitmentDED@tut.ac.za

Enquiries: Dr Ndavheleseni Albert Mbada Tel: 012 382 6616

Closing Date: 27 February 2026

NB.: If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. **The University reserves the right not to appoint.** It is the intention of the University to promote representatively in respect of race, gender and disability through the filling of these posts. Preference will be given to candidates from the designated groups.

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