



Tshwane University
of Technology

We empower people

VACANCY BULLETIN

INTERNAL/EXTERNAL ADVERT

Directorate: Extracurricular Development
Administrative Assistant – Videographer (Part-time)
Pretoria Campus
REF: 26/Q19a

The Directorate of Extracurricular Development has a Part-time position (*from 01 April 2026 to 31 December 2026*) for Administrative Assistant – **Videographer** in Pretoria.

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

- Filming Podcast video on set and on location
- Working with creative teams and clients to plan Podcast shoots
- Setting up and taking down cameras, microphones, lighting, props and other equipment
- Planning, filming, and editing videos for Podcast and other related projects
- Sound production
- Recording live events and video (Podcast) productions
- Ensure that equipment for a shoot is present and working.
- Direct other camera operators so that the needed footage is acquired.
- Editing footage after recording
- Adding computer graphics, closed captioning and special effects to footage
- Live stream directorate events on Facebook (and for other directorates or departments when assigned)
- Perform any other tasks assigned

Minimum Requirements

1. Academic qualifications:

- A National Senior Certificate or equivalent
- Qualification in Videography and video editing will be added an advantage

2. Experience

- One-year experience in videography and video editing
- One-year experience in Podcast production in a higher education environment

3. Other requirements:

- Excellent computer literacy.

People with disabilities are encouraged to apply.



- Proficiency with editing software such as AVID
- Excellent interpersonal skills.
- Relative fitness and stamina to work long hours.
- Proficiency with camera equipment.
- Available to work during office hours, after hours and weekends.
- Able to work at least 19 hours per week
- Available to travel and work in all campuses as assigned

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

Enquiries: Dr Ndavheleseni Albert Mbada Tel: 012 382 6616

Closing Date:06 March 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.

People with disabilities are encouraged to apply.

