



Tshwane University
of Technology

We empower people

VACANCY BULLETIN

INTERNAL AND EXTERNAL ADVERT

Directorate: Extracurricular Development
Administrative Assistant – Debate, Cultural Clubs, Book Club Coach (Part-time)

Pretoria x1; Ga-Rankuwa x1; Soshanguve x1; Arts & Arcadia campuses x1

REF: 26/Q08

The Directorate of Extracurricular Development has Part-time positions (**from 01 March 2026 to 31 December 2026**) for Administrative Assistant – **Debate, Cultural Clubs & Book club Coach** in Pretoria West, Ga-Rankuwa campus., Soshanguve campus, Arts and Arcadia campus.

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

- Recruit students to join the debate, cultural dance, poetry and book club.
- Set a schedule of tournaments and workshops for students to participate in throughout the year.
- Travel with and mentor students on debate, book clubs, and cultural dance tournaments.
- Ensure that students acknowledge the importance of critical thinking and argumentation skills
- Schedule tournaments or events aligned to the year calendar and the directorate's annual performance plan
- Plan and organise debate, cultural events and Book club sessions
- Ensure the students rehearse before live performance and/or competition
- Assist in developing and enhancing a reading culture
- Identify interested and internal relevant stakeholders and other external parties
- Assist in the election of debate, cultural club and book club committees
- Schedule dates for events meetings
- Assist in hosting debate, cultural and book club discussions
- Arrange trainings and workshops
- Assist in editing written literature work submitted by students
- Collaborate with other coaches within the directorate
- Assist with relevant themes and topics for debate session, e.g., elections
- Ensure that debate, cultural activities, and book club sessions happen on weekly basis
- Ensure that students attend the debate, cultural activities and book club sessions in large numbers
- Ensure that the LQGTQIA+ community and international students are included in debate, cultural and book club

People with disabilities are encouraged to apply.



- Identify opportunities for local, national and international competition
- Write and submit reports, and keep records
- Perform other administrative duties as required and assigned

Minimum Requirements

1. Academic qualifications:

- A National Senior Certificate or equivalent

2. Experience

- One-year experience in mentoring debate club, as well as cultural and book clubs

3. Other requirements:

- Available to work during office hours, after hours and on weekends.
- Able to work at least 19 hours per week
- Available to travel nationally and internationally with the club when opportunity presents itself.

Send your CV to:

- For Soshanguve campus: SibanyoniJS@tut.ac.za
- For Ga-Rankuwa campus: MahlanguNS@tut.ac.za
- For Pretoria West, Arts and Arcadia campus: LekoloaneMK@tut.ac.za

Enquiries: Dr Ndavheleseni Albert Mbada Tel: 012 382 6616

Closing Date: 13 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.

