Tshwane University of Technology

We empower people

The Department of Environmental, Water & Earth Sciences, in the Faculty of Science requires the services of a part-time:

PART-TIME OFFICE ASSISTANT
(Three- Month Contract: January - March 2027)

Key performance areas/Core functions:

- Assisting with student registration processes and registration-related enquiries.
- Responding to student queries and providing general administrative support.
- Maintaining departmental records and filing systems.
- Assisting with data capturing and document management.
- Providing reception and office support services.
- Communicating effectively with students, staff, and external stakeholders.
- Liaising with internal and external stakeholders on administrative matters.
- Assisting with general departmental administrative duties as required.
- Supporting the efficient day-to-day operation of the department.

Minimum requirements:

- Diploma in Office Management, Office Administration, Secretarial Studies, or an equivalent qualification. Knowledge and Skills:
- Computer literacy, including Microsoft Office applications.
- Good verbal and written communication skills
- Strong organizational and administrative skills
- Ability to work under pressure during peak registration periods
- Good interpersonal and customer service skills.
- Ability to maintain confidentiality and professionalism.

Department of Environmental, Water and Earth Sciences
Arcadia Campus
(Ref: 26/N46)

Enquiries:
Send your APPLICATION FORM for employment, Curriculum Vitae, Certified copy of ID and certified copies of qualification to: Mrs S Galebies, (012) 382-6115 / galebiess@tut.ac.za. **PLEASE INDICATE IN SUBJECT LINE POSITION/REF NUMBER.**

Closing date: 10 November 2026

NB: If we have not responded within a month from the closing date, you should regard your application as being unsuccessful. Correspondence will only be entered into with short-listed candidates. All applications with international qualifications are required to submit a SAQA evaluation certificate. **Preference will be given to people from designated groups and the University reserves the right, in its sole discretion, not to make an appointment.** It is the intention of the University to promote representativity in respect of race, gender and disability through the filling of these posts.

Candidates are required to complete the application form for employment and attach certified copies of ID & Qualifications. The application is available on the University's website, share point and the University's intranet.