

The Department of Biotechnology and Food Technology, in the Faculty of Science requires the services of a part-time:

**PART – TIME DEPARTMENTAL ADMINISTRATOR
2027**

Key performance areas/Core functions:

- Provide administrative support to ensure the efficient operation of departmental programmes.
- Prepare financial and statistical reports using Excel and other relevant tools.
- Administer departmental budgets, purchases, and inventory management.
- Analyze and interpret financial and statistical data for reporting purposes, as well as preparing relevant reports.
- Manage and update departmental databases and records, using appropriate formats and platforms.
- Implement and maintain effective administrative systems aligned with quality management standards.
- Communicate effectively with internal and external stakeholders to support departmental operations.
- Convene departmental meetings, take minutes, and follow up on action items.
- Liaise with internal and external stakeholders, e.g., the Dean's office, industry partners, advisory boards, etc.
- Manage the diary and activities of the Head of Department.
- Assist with the administration of staff, part-time lecturers, and student assistants, including appointment processes.

Minimum requirements:

- A three (3) year qualification in Office Management / Administration, Secretarial or equivalent.
- Three (3) years relevant administrative experience of working in an academic environment
- Excellent computer literacy skills
- Excellent communication skills
- Excellent organizational skills
- Full proficiency in English.

**Department of Biotechnology and Food Technology Arcadia Campus
(Ref: 26/N34)**

Enquiries:

Send your application form for employment, Curriculum Vitae, Certified copy of ID and certified copies of qualification to: Prof T Regnier, Regniert@tut.ac.za / Tel: 012 382 6240/6202.

Closing date: 27 October 2026

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



Tshwane University
of Technology

We empower people

University reserves the right not to make an appointment.

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