



**Tshwane University  
of Technology**

*We empower people*

# VACANCY BULLETIN

**1x Part-time: Administrative Assistant  
(Period: January to December 2027)  
Department of Industrial Engineering  
Faculty of Engineering and the Built Environment  
Pretoria Campus  
Ref: 26/J65**

The Department of Industrial Engineering has a one year Part-time Administrative Assistant position open at the Pretoria 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.

#### **Core functions**

- Office administration and secretarial support
- Academic and student administration
- Departmental coordination and office management
- Report writing and document preparation
- Records and information management
- Stakeholder liaison and customer service
- Excellent written and verbal communication
- Professional telephone etiquette
- Proficiency in Microsoft Office and institutional systems
- Planning, organisation and time management
- Knowledge of institutional policies, procedures and organisational structures
- Attention to detail and problem-solving
- Confidentiality, professionalism and accountability
- Ability to work independently and meet strict deadlines

#### **Minimum requirements**

- NQF level 4 (NSC) National Senior Certificate or equivalent

#### **Experience:**

- Two (2) year office administrative experience working in an institution of Higher learning.

**Candidates may be subjected to appropriate psychometric testing and other selection instruments. Send your CV to: [vanrooyenhi@tut.ac.za](mailto:vanrooyenhi@tut.ac.za).**

**Closing Date: 23 October 2026 – Enquiries to Prof JA Swanepoel, Tel: 012 382 2822. 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 make an appointment.** It is the intention of the University to promote representativity in respect of race, gender and disability through the filling of this post.**

Women and People with disabilities are encouraged to apply.

