



**Tshwane University
of Technology**

We empower people

VACANCY BULLETIN

PART-TIME RESEARCH ASSISTANT TSHWANE SCHOOL FOR BUSINESS AND SOCIETY REF: 26/E59

The Tshwane School for Business and Society at the Pretoria campus, 1204 Park Street, Ditsela Place, Hatfield, requires the services of a part-time Research Assistant (19 hours per week)

Core functions:

- Provide research administration support to the school.
- Respond to research-related inquiries from Students and Researchers.
- Address all DBA-related inquiries and admission queries.
- Assist with administrative tasks related to the DBA programme.
- Support administration for MBA project-route Students.
- Record and distribute minutes for BCPS meetings.
- Facilitate FCRI, FCRE, and SCPS submissions.
- Maintain a comprehensive database of DBA Students.
- Manage research-related inquiries and written communications to DBA and MBA students within the school.
- Assist postgraduate Students and the department with tasks such as registrations, graduations, approval of project proposals, study panels, final title submissions and coordination of external assessors focusing on the DBA programme.
- Follow up on progress reports from postgraduate Students and Supervisors.
- Provide administrative assistance to the DRC Chairperson as needed.
- Coordinate with the Faculty Research Office and Registrar's Offices.

Minimum Requirements

- Applicants must be enrolled in any Faculty/Department at TUT, except for the Tshwane School for Business and Society (TSB) in 2027.
- Full proficiency in English is a mandatory requirement.
- Previous work experience in research administration will be an added advantage.

Academic qualifications:

- Applicants must have a Postgraduate Degree or Honours qualification.

People with disabilities are encouraged to apply.





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Application Process:

Applicant/s are required to submit the undermentioned documents to Recruitment12@tut.ac.za.

- Application Form for employment
- Curriculum Vitae (CV).
- A recent certified highest qualification copy.
- A recent certified ID copy.

Enquiries: Dr PE Ebewo: Tel: 012 382 6153

Closing Date: 13 October 2026

Please note that your application should be considered unsuccessful if you do not receive a response within one month of the closing date. Correspondence will only be conducted with shortlisted candidates. The University reserves the right not to make an appointment. Additionally, candidates may undergo psychometric testing or other simulation assessments as deemed necessary.

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