Tshwane University of Technology

VACANCY BULLETIN

Student Assistant (2027)

Faculty of Engineering and the Built Environment
Department of Architecture and Industrial Design
Pretoria West Campus
Ref: 26/J73

The Faculty of Engineering and the Built Environment's Department of Architecture and Industrial Design is providing an opportunity for a **Student Assistant position** in the Industrial Design division. The appointment will be from January to December 2027. The primary responsibility of the assistant will be to provide valuable support to both staff and department administrators in their efforts to ensure the department's operations run smoothly.

Working Hours:

- 5 days a week for 19 hours per week, throughout January to December 2027.

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

Minimum Requirements:

- Applicants must be registered / under consideration for the 2027 academic year in Advanced or Post Graduate Office Management and Technology, Business Administration, or equivalent
- Programmes.Proficiency in MS Office, TUT MIS navigation, and full proficiency in English.

Experience:

- A minimum of two (2) years of relevant experience at office administration level at a tertiary institution.
- This role also offers an opportunity for Experiential Training at TUT, providing practical exposure and skill development.

Critical Performance Areas:

- Assisting staff and Departmental Administrators with office administration.
- Supporting admission and registration processes.
- Handling reception duties to create a welcoming environment.
- Assisting with filing and sorting tasks for streamlined organisation.
- Managing ordering and procurement of goods and services.
- Administering Advisory Committee-related matters with precision.
- Communicating and liaising effectively with all student inquiries.
- Demonstrating good communication and interpersonal skills.
- Showcasing advanced computer skills for efficient task execution.
- Exhibiting excellent organisational and administrative skills.
- Willingness to work overtime when required.

Knowledge and Skills

- Proficiency in MS Office, TUT MIS navigation, and full proficiency in English.
- Working as a member of a coordinated team.

Women and people with disabilities are encouraged to apply.

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Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Interested candidates should send their CV, academic record, ID/Passport copy, and certified copies of their highest qualification as one single PDF Document to: MotaungKG@tut.ac.za and BrandKG@tut.ac.za.

Closing Date: **16 November 2026** – Enquiries to Mr KG Brand, Tel: 012 382 4214/ 5252 or motaungkg@tut.ac.za. 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.

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If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. Candidates may be required to undergo psychometric tests and any other simulation interventions. People with disabilities are encouraged to apply. Preference will be given to people from designated groups and the University reserves the right, in its sole discretion, not to make an appointment.

INSTRUCTIONS: Applicants are required to submit together with the CVs, academic records, a 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. Further note that candidates may be expected to make a presentation or undergo competency testing.

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