



higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## VACANCY ADVERTISEMENT: EXTERNAL

Thekwini TVET College invites suitably qualified and experienced officials to apply for the following contract post.

### 1. COUNCIL SECRETARY SL 7 X1

**Six Months Contract**  
**Central Office**

**Ref: CAO2022/01/01**

**Notch: R257 508.00 PA**

**Requirements:**•Matric certificate or equivalent •A recognizedREQV13 qualification in Public Management or Office Management or equivalent qualification•Minimum of 3 years' experience in secretarial functions or similar role• A valid driver's licence•Competencies: Good listening and writing skills•Good interpersonal relations and customer orientation; organizing and planning skills •Professional Discreet with Confidentiality•Assertiveness, good organizer with sound judgement and decision-making skills and able to work under pressure.

**Key Result Areas:**•Managing logistics for the Council and its Committees •Managing the interface between the Council and College management, stakeholders and the Council •Providing secretarial functions for the Council and its Committees•Assisting with research and drafting of Charters•Ensuring corporate governance best practices are adopted by the College•Make follow ups on council meetings resolutions.

**CLOSING DATE AND TIME: FRIDAY, 21 JANUARY 2022**

### TO BE INCLUDED IN THE APPLICATION:

- Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, originally signed and dated by the applicant•Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a detailed Curriculum Vitae•Copies of Qualifications and **Academic Record indicating subjects passed**, Identity Document, and Drivers Licence (where applicable)•A copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications. A copy of Certificate of Service from HR office signed by the Head of the Institution must be attached to prove experience .

**IMPORTANT:**

•Thekwini College is an equal opportunity employer •The College reserves the right not to make an appointment in these positions. •Correspondence will be limited to short-listed candidates only. •All successful candidates will be subjected to qualifications verification before appointment •Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**APPLICATION SUBMISSION:**

Please apply through [www.pnet.co.za](http://www.pnet.co.za)

**We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Pnet website and upload all documents required per advert.**

**Enquiries:**

Ms. Vuyiswa Madonda 031 250 8408

NB: All applications to include ALL required documentation as listed above. Incomplete applications **WILL NOT** be considered.