



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TALETSO
TECHNICAL VOCATIONAL EDUCATION AND TRAINING

SABS
ISO 9001

CENTRAL OFFICE

Taletso Technical and Vocational Education and Training (TVET) College invites interested, suitably, qualified, innovative, result-oriented, and self-driven individuals to apply for the following College post, which will be filled in accordance with the Continuing Education and Training (CET) Act, Act 16 of 2006

Applications must be forwarded to: The Acting Principal, TALETSO TVET College, Private Bag X 128, Mmabatho, 2735 or be hand delivered at TALETSO TVET College central office situated at 2766 Dr Albert Luthuli street, Kgora building, Mafikeng

Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.

"TALETSO TVET College is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

CLOSING DATE: 24 JUNE 2023

POST: PERSONAL ASSISTANT TO THE PRINCIPAL (REF NO: PA/05/2023)

PERIOD: PERMANENT

SALARY: R294 321 per annum (Level 7) plus benefits

CENTRE: TALETSO TVET College

REQUIREMENTS: National Senior certificate/Grade 12/NCV Level 4, an appropriate bachelor's degree/national diploma in Office Management, Public Management/ Administration, or equivalent qualification. A minimum of three (03) years relevant experience of which two (2) years should be mainly in the office of a Junior/Senior Manager. The incumbent will report to the Principal. The position's primary purpose is to provide high-quality administrative support to the Principal. The successful candidate is expected to be a proactive individual with good time management, interpersonal and communication skills, database management and be able to deal with people from a wide range of backgrounds and levels of seniority and have prior experience in the management of executive offices. Possess good organisational and administrative skills, excellent analytical skills, events coordination, verbal and writing skills, with high respect for confidentiality. The incumbent must be willing to undergo screening for a security clearance. Willingness to travel and a valid driver's licence.

DUTIES: The candidate must have a broad understanding of the South African Higher Education and Training system. The responsibilities of the position will include but are not limited to providing general secretarial and administrative support in the office and to the Principal such as correspondence, diary management, database telephony coverage, monitoring of e-mails and presentations, using MS Office. He/she will coordinate and organise internal and external meetings, including team meetings, video and teleconferences and organising meetings. If needed, logistics in cooperation with the in-house travel agent and external parties for travel and accommodation arrangements will also be part of the work. Willingness to travel and a valid driver's licence.

NOTE: All short-listed candidates may be required to undertake writing/computer exercises.

Enquiries: Mr NW Mailula (018) 384 2346

CENTRAL OFFICE

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