

INTERNAL VACANCY CIRCULAR

Taletso Technical and Vocational Education and Training (TVET) College invites applications from suitably qualified and competent individuals for the following post. The appointment will be made in accordance with the Continuing Education and Training Act, 2006 (Act No. 16 of 2006).

POST TITLE: Secretary

REFERENCE NUMBER: TLT-00-0-SECRETARY-DPA/2026

BRANCH: Central Office

DIRECTORATE: Office of the Deputy Principal: Academic

Salary: R228 321.00-R268 950 per annum, (salary level 5), pro-rated for a three (3) month contract.

MINIMUM REQUIREMENTS:

Grade 12 Certificate (NQF Level 4).

A Diploma in Office Administration, Public Administration, or a related field will be an added advantage.

Computer literacy (MS Office Suite).

Relevant administrative or secretarial experience will be an added advantage.

SKILLS AND COMPETENCIES:

Good written and verbal communication skills.

Strong administrative and organizational skills.

Ability to work under pressure and meet deadlines.

Good interpersonal and customer service skills.

Effective time management and diary management skills.

Ability to handle confidential information with discretion.

Document management, filing, and record-keeping skills.

DUTIES AND RESPONSIBILITIES:

Provide secretarial and administrative support to the Office of the Deputy Principal: Academic.

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Manage incoming and outgoing correspondence, including telephone calls and emails.
Maintain and manage diaries, schedule meetings, and coordinate logistics.
Prepare meeting documentation, take minutes, and follow up on action items.
Maintain effective filing systems and ensure proper record-keeping.
Provide clerical support related to personnel administration, finance, and supply chain processes.
Perform any other administrative duties as delegated by management.

APPLICATIONS

Applications must be submitted on the new Z83 application form, obtainable from any Public Service Department or downloaded from www.gov.za. The Z83 form must be fully completed, signed, and accompanied by a detailed Curriculum Vitae.

Only shortlisted candidates will be required to submit certified copies of qualifications, identity documents, and other supporting documents, following communication from the Human Resources Office. Foreign qualifications must be accompanied by a SAQA evaluation certificate when shortlisted.

Applications may be submitted as follows:

Hand delivery
Taletso TVET College
Kgora Building (next to SABC)
Human Resources Office
Mafikeng Campus

Or by **Email:** Centraloffice.recruitment@taletso.edu.za

Applicants must clearly indicate the post title and reference number in the subject line.

ENQUIRIES

Ms. K.L. Mooka

Tel: 018 384 2346 / 2350

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CLOSING DATE

16 January 2026

If you have not been contacted within three (3) weeks after the closing date, please regard your application as unsuccessful.

Suitable candidates will be subjected to personnel suitability checks, including criminal record checks, citizenship verification, qualification verification and employment verification.

Taletso TVET College reserves the right not to make an appointment

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