

**ADMINISTRATIVE CLERK**

[Three (3) posts] Reference number/s: See Table below Starting Salary Level and Notch: 5 (1) Starting Salary Notch Value: R 173 703 Site: See Table below

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| page1image7473408**Reference number** | **Site where post is located** | **Enquiries** |
| MTH/PP/13/2021 | Emandleni Campus, Ulundi | Mr TP Zuma (035 879 1061) |
| MTH/PP/14/2021 | Emandleni Campus, Ulundi | Mr TP Zuma (035 879 1061) |
| MTH/PP/15/2021 | Nongoma Campus, Nongoma | Mr TV Mlotshwa (035 831 3202) |

**Inherent requirements: Education and training:** A grade 12 / NCV L4 certificate or equivalent. **Added advantage:** Relevant Certificate or Diploma. **Relevant experience:** 1 - 2 years Clerical / Administrative experience. **Knowledge:** Clerical duties, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Services, knowledge of procedures in terms of the working environment. **Skills:** Planning and organising, good verbal and written communication, computer.

**Duties:** Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

**Directions to applicants**

Applications must be submitted on the Z83 Form that was approved with effect from 01 January 2021 and obtainable from any Public Service Department or on the **www.gov.za/documents**; and must be accompanied by a recently updated comprehensive CV with certified copies of qualifications (Including academic records), Identity Document not older than six (6) months including the driver’s licence, where applicable. If you apply for more than one position, please submit a separate set of these documents in a separate envelope for each application made. It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA); and the evaluation certificate from the South African Qualifications Authority (SAQA) must be attached. Failure to sign the Z83 and submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. If not contacted within three (3) months of the closing date of this advertisement, please accept that your application was not successful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) and security clearance processes. Applications received after the closing date or faxed or emailed applications, will not be considered. Mthashana TVET College reserves the right to withdraw or amend this advert and retains the right not to fill the above posts. People from designated groups, especially people living with disabilities, are encouraged to apply.

Please forward your applications, quoting the reference number, on an envelope as well, to: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or alternatively hand-deliver and deposit into the Application Box located at Central Office, 266 South Street, Vryheid, 3100. This advert is also available on our College website: **www.mthashanacollege.co.za**.

**Closing date:** Friday, 07 January 2022, at 12h00