



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



CENTRAL JOHANNESBURG COLLEGE INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POST

POST : PERSONAL ASSISTANT REF: PA/13MAY/20:

This is a Fixed Term Contract – from May 2020 until 31 March 2021

For internal candidates of CJC, the appointment would be on an Acting Capacity

SALARY: R257 508 per annum (Level 07) (Excluding Benefits)

CENTRE: CENTRAL OFFICE (Administrator's Office)

REQUIREMENTS: Grade 12 or equivalent with a three-year relevant tertiary qualification. Minimum two years secretarial experience and or related administrative experience. Fully computer literate. Good communication skills, both verbal and written. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such.

Knowledge of the PSET sector legislations, policies, prescripts and procedures applicable in the public sector is recommended. A valid driver's license will be an added advantage.

DUTIES: Provide secretarial, administration support and personal assistant service to the Administrator. Track deliverables and timelines where required, and report accordingly. Receive and screen telephone calls and refer the calls to the correct role players. Provide a clerical support service to the Administrator, including setting up meetings, taking minutes, managing diaries, etc. Operate office equipment like photocopiers and scanners. Make travel arrangements; make logistical arrangements for meetings and events, process travel and subsistence claims for the office of the Administrator, draft routine correspondences, develop and maintain an accessible and user-friendly filing system in the office of the Administrator. Handle procurement of standard items such as stationery for the office of the Administrator. Liaise with other offices of the Central Johannesburg College and external stakeholders and partners with regard to all matters pertaining to the administrative functions of the office of the Administrator.

ENQUIRIES: Enquires should be directed to Dr. R. Lakhan at 071 6128 450

APPLICATIONS: All applications are to be sent via (e-mail address) to: recruitment@cjcedu.za to the Recruiting Official, and write down: Application – Personnel Assistant REF PA/13May/20

NOTE: Applications should be submitted on duly completed and signed Z83 form obtainable from any Public Service Department, stating the relevant reference number, a recently updated CV, as well as certified copies of all qualifications, not older than 3 months, including academic records/transcripts, ID document). Incomplete applications or applications received after the closing date will not be considered. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. **ONLY E-MAILED APPLICATIONS WILL BE ACCEPTED.** No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successful candidates. If you have not heard from the college within 3 months after the closing date, please accept that your application has not been successful. All shortlisted candidates will be subjected to qualification and citizen verification, criminal records and financial / credit checks. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE: 13 May 2020

A handwritten signature in black ink, appearing to read 'R Lakhan', written in a cursive style.

R Lakhan

(Deputy Principal: Corporate Services)