

## CAREER OPPORTUNITIES: INTERNAL / EXTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the 2 positions of Secretary to the Deputy Principals.

<b>Post Description</b>	<b>Secretary to the Deputy Principals</b>
<b>Salary Level</b>	<b>SL5</b>
<b>Salary Notch</b>	<b>According to PSCBC salary scales</b>
<b>Duration</b>	<b>3 years contract, College Paid</b>
<b>Post reference</b>	<b>Secretaries: Ref: CJC/SE/32/2022</b>
<b>Centre</b>	<b>Central Office</b>
<b>Minimum Requirement</b>	<ul style="list-style-type: none"> <li>- Senior certificate / Grade 12 or NCV level (4) Certificate, including Computer Training.</li> <li>- Recognized National Diploma in secretarial (<b>NQF Level 6</b>) or equivalent qualification</li> <li>- A more advanced Office Management Qualification will be a distinct advantage.</li> <li>- 3-5 years' experience in clerical/administrative environment rendering administrative and secretarial support to senior management.</li> <li>- Good Interpersonal and Communication skills to interface with people from diverse background.</li> <li>- Reasonable experience in using computer application MS-Word, Excel, Power Point and Outlook. Good Organisational and basic events management skills.</li> <li>- Ability to create and manage a database, presentations and financial matters will be added advantages.</li> </ul>
<b>Key Responsibilities and Duties</b>	<ul style="list-style-type: none"> <li>- The scope of work of the Secretaries will include but not be limited to: Providing administrative support to the Deputy Principal's Office. Each Secretary to provide support to two Deputy Principals.</li> <li>- Manage and administer the Deputy Principal Diary and itinerary; type and prepare all the necessary documentation of the Deputy Principals.</li> <li>- Ensure the safe keeping and filing of all documentation and records in the office of the Deputy Principals in the line with the relevant legislation and policies: Ensure the smooth running of the Deputy Principal's Office by handling all the correspondence and queries requiring attention.</li> <li>- Respond to inquiries received from internal and external stakeholders; obtain inputs collate and compile reports.</li> <li>- Provide a secretarial/receptionist support service to the Deputy Principals</li> <li>- Render administrative support services and provide support regarding meetings</li> <li>- Assist the Deputy Principals with the administration of their budgets</li> <li>- Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>

	<ul style="list-style-type: none"> <li>- Provide support to the Council Portfolio Committees to which the Deputy Principals report.</li> </ul>
<b>Enquiries</b>	<b>Mr Ben Khakhu – (011) 351 6000</b>
<b>Delivery of Applications:</b>	<ul style="list-style-type: none"> <li>- Application must be directed to the following e-mail address: <a href="mailto:recruitment35@cjc.edu.za">recruitment35@cjc.edu.za</a>. All applications must reach the College on or before <b>the closing date: 25 February 2022 at 16h00</b>.</li> <li>- Application with supporting documentation, including a signed Z83 Form must be emailed to the email address provided. Application sent to incorrect email address will regrettably not be considered. Application must be submitted on a New Z83 form, form obtainable on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> and must be accompanied by a comprehensive CV and copies of qualifications, including matriculation certificate and Identity Document. Certified copies will be requested in subsequent selection processes. Your application should consist of ONE scanned document, consisting of your Z83 form, CV, and qualifications/certificates. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). If you do not receive any response within (3) months after the closing date of this advertisement, kindly accept that your application was unsuccessful. Suitable candidates will be subjected to vetting (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after closing date will not be considered</li> <li>- Applications must be submitted via email address provided. No postal or hand delivered applications will be accepted.</li> </ul>
<b>General Instructions</b>	<ul style="list-style-type: none"> <li>- Applications must be sent quoting the reference number.</li> <li>- The College is an equal opportunity affirmative action employer. People with disabilities are encouraged to apply.</li> <li>- The college reserves the right not to fill the vacant advertised post.</li> </ul>



#### Central Office

5 Ubla Avenue  
Off Princess of Wales Terrace  
Parktown  
Tel: 011 351 6000

#### Campuses

Alexandra Campus  
Crown Mines Campus  
Ellis Park Campus  
Langlaagte Campus

Parktown Campus  
Riverlea Campus  
Smit Street Campus  
Troyville Campus