

ADVERTISEMENT

To: All Staff	From: Melissa Anthony
Department: All Departments	Department: HR Department
Campus: All Campuses	Campus: Central Office
Subject: Vacancy – Administrative Clerk	Date: 26 June 2019

**ADMINISTRATIVE CLERK [PART – TIME DIVISION]
TYGERBERG CAMPUS****SALARY LEVEL 5 [R 173, 703 per annum]****OPEN VACANCY
[Ref. 198/06/2019]****REQUIREMENTS**

- Relevant three (3) year qualification or completed N6 Management Assistant Certificate.
- Minimum of at least two (2) years general administrative experience.
- Bilingual. (English plus Afrikaans/Xhosa)
- Good Computer skills. (MS Office: Word and Excel, etc.)
- Valid Driver's Licence. (Recommendation)
- Proposed working hours: 11:30 until 20:00 (Monday – Thursday) and 07:30 until 14:10 (Friday)

DUTIES

- General Administrative Duties.
- Assist with student enrolments.
- Handling enquires personally, telephonically and electronically.
- Assist with filing, typing and any other administrative duties.
- Over –time/ Saturday work may be requested when additional classes have been scheduled.

Closing Date: 15 July 2019 at 12h00. (Please quote Reference Number)

- **Applications:** Applicants must submit their CV, originally certified copies (not older than 3 months) of all qualifications, Academic Transcripts/ Statement of results, Identity document, Valid Driver's Licence (if applicable) and 2 recent contactable references. Please note that a passport or Drivers Licence will not be accepted in lieu of Identity Document. All applicants must submit a Police Clearance Certificate or proof of application (receipt) not older than 6 months, together with a duly signed Z83 form to the Recruitment Officer, hand delivered to Northlink College - Central Office, 80 Voortrekker Road, Bellville, 7530 (during office hours) or posted to Private Bag X1, PANORAMA, 7506. No faxed or e-mailed applications will be considered.
- A complete set of application documents should be submitted separately for every post you wish to apply for. Please ensure that you clearly state the relevant post reference number on your application. Failure to attach the requested documents will result in your application not being considered.
- Preference will be given to designated groups in terms of the Employment Equity Act. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.

• Belhar Campus

Tel: 021 952 2113 • Fax: 021 952 6694

• Goodwood Campus

Tel: 021 591 3181 • Fax: 021 592 2493

• Protea Campus

Tel: 021 946 2250 • Fax: 021 949 0886

• Wingfield Campus

Tel: 021 591 9207 • Fax: 021 592 3923

• Bellville Campus

Tel: 021 951 2231 • Fax: 021 951 3967

• Parow Campus

Tel: 021 931 8238 • Fax: 021 931 8244

• Tygerberg Campus

Tel: 021 524 2200 • Fax: 021 524 2300