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

Ehlanzeni TVET College

HRM VACANCY CIRCULAR NO 6 OF 2026

INTERNAL & EXTERNAL ADVERTISEMENT

Ehlanzeni TVET College invites all suitably qualified candidates to apply for vacancies in this Circular. These are permanent positions. The intention is to fill these positions in accordance with the Employment Equity targets of the College, consequently, African Male, African Female, Coloured Male, Coloured Female, White Male, Indian Male, and White Female and people with disabilities respectively are encouraged to apply.

SECRETARY TO THE DEPUTY PRINCIPAL: CORPORATE SERVICES

SALARY LEVEL: SL5 (6 MONTHS CONTRACT)

SALARY: R173703 - R204612 PER ANNUM PLUS 37% IN LIEU OF BENEFITS

CENTRAL OFFICE

REF NO: EHL 20/2026

REQUIREMENTS

Grade 12/ Standard 10. 0 to 3 months experience in an administrative environment is essential. Knowledge of the Public Sector, its Regulatory and Legislative Framework and Administration Procedures. Basic knowledge of financial management and records management.

Skills Required:

Ability to communicate with people at different levels and backgrounds, language, good telephone etiquette, computer literacy, sound organizational skills, good people skills, high level of reliability, basic written communication skills, ability to act with tact and discretion, good grooming and presentation, maintain confidential

DUTIES

Provide a secretarial/ receptionist support service to the manager. This will inter alia entail receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager, records appointments and events in the diary of the manager, types documents for the manager and other staff within the unit on a word processor, operates office equipment like fax machines and photocopiers.

Provide a clerical support service to the manager in relation to liaising with travel agencies to make travel arrangements. Check the arrangements when the relevant documents are received, arrange meetings and events for the manager and the staff in the unit, identifies venues, invite role players, organize refreshments and sets up schedules for meetings and events, processes the travel and subsistence claims for the unit, processes all invoices that

emanate from the activities of the work of the manager, records basic minutes of the meetings of the manager where required, drafts routine correspondence and reports, does filing of documents for the manager and the unit where required, administers matters like the leave registers and telephone accounts, receives, records and distributes all incoming and outgoing documents, handles the procurement of standard items like stationery, refreshments etc., collects all relevant documents to enable the manager to prepare for meetings.
Remains up to date with regard to prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager in relation of studying the relevant public service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly, remains abreast with the procedures and processes that apply in the office of the manager.

Applications should be forwarded to the Assistant Director: Human Resource Management & Development, Ehlanzeni TVET College, Private Bag X11297, Nelspruit 1200 or be hand delivered at Ehlanzeni TVET College 29 Bell Street, Nelspruit 1200, Central Office.

Please note: A fully completed, initialled and signed **NEW 2021 Z83** form should be accompanied by a recently updated, comprehensive CV (inclusive of three referees and contact details), certified copies (not older than six months), of all qualifications with academic transcripts, ID document and drivers' licence. Please indicate the relevant reference number of the post you are applying for on a **NEW Z83** form. Candidates who apply for more than one post should submit application documents for each post. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process Applications received after the closing date as well as those faxed or emailed will **NOT** be accepted. Suitable candidates will be subjected to a personnel suitability check (criminal records, citizenship, credit record check, qualification and employment verification). Where applicable, candidates will be subjected to skills/ knowledge/ competency test. The College is an equal opportunity, affirmative action employer. It is our intention to promote representative in respect of race, gender and disability through the filling of these positions**.** The college reserves a right not to appoint and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

Enquiries: Mr. D.P Nkuna or Ms M Mokoena, Tel: 013 752 7501

Closing Date: 5 November 2026 at 13:00