

VACANCY BULLETIN

INTERNAL/EXTERNAL ADVERT
X1 ADMIN ASSISTANT
Department: Economics
Faculty of Economics and Finance
Ref:26/Q26a

The Department of Economics in the Faculty of Economics and Finance has a Part-Time position for one year from **May 2026- April 2027** for an Administrative Assistant in the Department of Economics at the Ga-Rankuwa Campus.

INSTRUCTIONS: Applicants are required to submit, together with the CVs, a fully completed standardized application form available from the university intranet as well as recently certified copies of qualifications, Identity document. Failure to comply with this instruction will disqualify the candidate

Critical Performance Areas

Key performance areas/Core functions:

- Provide administrative support to academic staff.
- Schedule lectures, meetings and academic appointments
- Assist with student registrations, admissions, and enquiries.
- Prepare academic reports, correspondence, and departmental documentation
- Maintain databases and update student information systems
- Coordinated departmental events, workshops, and examinations

Minimum requirements:

1. Academic qualifications:

- Diploma in Office Administration (**preferred**) or a related qualification
- Candidates with proven relevant administrative experience in a similar role will also be considered

2. Experience:

- At least 3 years in academic environment
- Familiarity with systems such as ITS, MIS & Admission system (Selective Card) will be an added advantage

3. Knowledge and Skills

- Proven experience as an Administrative Assistant or in a similar role
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Strong organizational and time management skills
- Ability to multitask and prioritize work



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- Professional attitude and appearance

Send your CV to: MadibaML@tut.ac.za

Closing Date: **08 April 2026**

Enquiries: Prof MF Zerihun Tel: 012 382-0633.

NB.:

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with short-listed candidates only. The University reserves the right not to make an appointment. Candidates will be required to undergo psychometric tests and any other simulation interventions.

