



VACANCY BULLETIN

INTERNAL/EXTERNAL ADVERT

Directorate: Extracurricular Development
Administrative Assistant – Choir Coaches (Part-time)
Arts & Arcadia campus x1; Ga-Rankuwa campus x1; Soshanguve campus x1
REF: 26/Q05

The Directorate of Extracurricular Development has Part-time positions (**from 01 March 2026 to 30 November 2026**) for Choir Coaches in Arts & Arcadia, Ga-Rankuwa, and Soshanguve 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 and Identity Document. Failure to comply with this instruction will disqualify the candidate. Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Key performance areas/Core functions:

- Establish choir at campus level
- Provide artistic direction to the choir, shaping the interpretation of musical pieces, and ensuring a cohesive and expressive performance.
- Vocal Coaching: Offer vocal coaching to individual choir members or sections, addressing issues related to pitch, tone, diction, and expression.
- Conduct choir during formal and informal performances
- Compose and organise songs for the choir
- Assist in raising funds for the choir
- Assist with recording and uploading of original songs on the identified digital platform
- Maintain calendar events and schedule live performances
- Travel with the choir during performances
- Provide necessary guidance and direction during choir rehearsals to help choir members attain the correct tone, rhythm, pitch, tempo, and harmony.
- Assist choir members during musical performances to ensure the desired score is achieved.
- Schedule choir rehearsals and ensure that choir members attend them. Establishing an appropriate dress code as per the event requirements
- Selecting choir members by conducting auditions
- Communicating rehearsal timings to the team members
- Assist in arranging live performances for the entire TUT students at least twice per month.
- Write and submit monthly/weekly report

People with disabilities are encouraged to apply.



- Any other tasks assigned for the development and growth of the directorate

Minimum Requirements

1. Academic qualifications:

- A National Senior Certificate or equivalent

2. Experience

- One-year experience in choir coaching

3. Other requirements:

- Available to work during office hours, after hours and weekends.
- Available to travel nationally and internationally with the choir when opportunity presents itself.

Please specify your preferred campus at the top of the first page of your CV. Only ONE preference is acceptable.

Send your CV to:

- For Arts & Arcadia campus: LekoloaneMK@tut.ac.za
- For Soshanguve campus: SibanyoniJS@tut.ac.za
- For Ga-Rankuwa campus: MahlanguNS@tut.ac.za

Enquiries: Dr Ndavheleseni Albert Mbada Tel: 012 382 6616

Closing Date:13 February 2026

NB.: If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. **The University reserves the right not to appoint.** It is the intention of the University to promote representatively in respect of race, gender and disability through the filling of these posts. Preference will be given to candidates from the designated groups.

People with disabilities are encouraged to apply.

