



Tshwane University
of Technology

We empower people

VACANCY BULLETIN

INTERNAL AND EXTERNAL

**Directorate: Extracurricular Development
Administrative Assistant – Office Assistant (Part-time)
Soshanguve Campus
REF:26/Q04**

The Directorate of Extracurricular Development has a Part-time position (***from 01 March 2026 to 31 December 2026***) for Administrative Assistant - Office Assistant based at 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:

- Minutes taking
- Assist with report writing
- Assist with booking of venue
- Assist with all office work
- Assist during events, tournaments and performances
- Assist with the recruitment of students for various clubs and groups
- Assist with the recruitment of ambassadors
- Liaise with ambassadors on behalf of the practitioner and other staff
- Attend workshop and training organised by the directorate
- Keep records
- Ensure that movie shows take place at least twice per months
- Ensure that students attend directorate events in large numbers, and keep records
- Ensure that attendance register is available and completed in all events
- Liaise with internal and external stakeholders
- Assist with planning and organising events
- Support daily operations of the office
- Run errands on behalf of the practitioner and other staff, make copies, print, or fax documents.
- Play a critical role in keeping the office a positive, welcoming and productive environment
- Assist with developing activities calendar
- Welcome visitors, staff and clients.

People with disabilities are encouraged to apply.



Minimum Requirements

- A National Senior Certificate or equivalent

Experience

- 1-year experience in office or administrative role at Tertiary institute level.

Other requirements:

- Available to work during office hours, after hours and weekends.
- Available to travel nationally and internationally with the club when opportunities present themselves.
- Able to work at least 19 hours per week.

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

Enquiries: Dr N.A 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.

