



# VACANCY BULLETIN

**Tshwane University  
of Technology**

*We empower people*

**INTERNAL/EXTERNAL ADVERT  
OFFICE ASSISTANT  
SPORT AND RECREATION  
GA-RANKUWA CAMPUS  
Ref :26/Q06a**

The Directorate of Sport and Recreation seeks to appoint a part-time office assistant at Ga-Rankuwa, Sport and Recreation offices. The position is for the period from 1 March 2026 until 30 November 2026.

**INSTRUCTIONS:** Applicants are required to submit together with the CVs, a 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.

### **Critical Performance Areas**

- Assist Sport and Recreation offices with day-to-day administration
- Assist with coordinating sports club's logistics training and matches
- Assist in arranging and recording meetings.
- Able to work after hours and weekends.
- Assist with coordinating sport clubs logistics for training and matches.
- Assist in arranging meetings and record keepimg for the different sport Codes/Programs.
- Able to work after hours and on weekends.
- Able to provide general administrative support to different sport offices

### **Minimum Requirements**

- Strong interest in and passion for sports and recreation.
- Excellent communication and interpersonal skills.
- Ability to work effectively both independently and as part of a team.
- Basic knowledge of sports and recreation programs and activities.
- Proficiency in Microsoft Office applications.
- Ability to multitask and prioritize tasks efficiently.
- Willingness to learn and take on new challenges.
- Previous experience working or volunteering in a sports and recreation setting will be an added advantage.

- Safeguarding Certificate – added advantage.
- C1 driver's license – added advantage.

## **1. Academic qualifications**

- Matric Certificate

## **2. Knowledge and skills**

- Good communication skills
- Computer literacy
- Good report writing skills

Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Send your CV : [matenchime@tut.ac.za](mailto:matenchime@tut.ac.za)

**CANDIDATES ARE ADVISED TO ENSURE THAT THEY ATTACH THE APPLICATION FORM TOGETHER WITH THE CV. THE APPLICATION FORM IS AVAILABLE ON THE INTRANET.**

**Closing Date:** – **13 February 2026** Enquiries to Mr S Kgabi, Tel: 012 382 0879. **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 make an appointment.** It is the intention of the University to promote representativity in respect of race, gender and disability through the filling of this post.

Women and People with disabilities are encouraged to apply.