



**Tshwane University  
of Technology**

*We empower people*

# VACANCY BULLETIN

**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 keeping 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 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.