



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Eastern Cape CET College



**JOB ADVERT CONTRACT POST:** CENTRAL OFFICE EASTERN CAPE CET COLLEGE

**POST:** General Administration Clerk X1

**REF NUMBER:** ECCETC/GENCACDMCS/01/2023

**CENTRE:** Academic Services

**NATURE: (6 Months contract)**

**SALARY:** R181599.00 (Level 05) plus 37% in lieu of benefits

**REQUIREMENTS:** Applicants must be in possession of Grade 12 certificate or NQF level 4 qualification. Relevant experience and relevant post matric qualifications will be an added advantage.

**DUTIES:** Answering and deals with queries of phone calls and emails. Prepare communications. Organising and scheduling meetings, workshops, and curriculum sessions. Arrange logistics for training venues, travelling and accommodation. Receive and record package and distribute packages and mails. Organise, capture and store information both in paper and digital. Verify and validate students' and candidates' registration forms. Collection and organization of Site Based Assessment portfolios.

**ENQUIRIES: Ms P. Salmani Tel No: 0411804079**

**POST:** Data Capturer X2

**REF NUMBER:** ECCETC/DAT/02/2023

**CENTRE:** College Principals office

**NATURE:** (12 Months contract)

**SALARY:** R181599.00

**REQUIREMENTS:** Applicant must be in possession of Grade 12 Certificate. Relevant experience and relevant post Matric qualifications will be an added advantage.

**Duties:** Capture data from available records. Verify query missing data. Keep and maintain records from system. Print reports from system.

**ENQUIRIES: Ms B Geca Tel No: 0411804078**

**CLOSING DATE: 11 May 2023**

**NB: Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), also applications must be hand delivered or posted to Eastern Community Education and Training College No 10 Mfaxa Street, NU 1 Mdantsane, Eastlondon 5209. For the attention of Corporate Services.**

