



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: Collage 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, also applications must be hand delivered or posted to Eastern Community Education and Training College No 10 Mfana Street, NU 1 Mdantsane, EastLondon 5209. For the attention of Corporate Services.

