



URGENT ADVERTISEMENT FOR ADMINISTRATION CLERK (BURSARY)

Applications are hereby invited from suitably qualified and knowledgeable individuals to be appointed in temporary post at Vhembe TVET College Musina Campus created in terms of the Continuing Education and Training Act 16 of 2006 (As Amended)


Post: Administration Clerk (Bursary) SL5
Centre: Musina Campus **ref:** VTVET 46/2022
Nature of appointment: Contract
Salary notch: R176 310

Requirements: Grade 12/ level 4 certificate coupled with 3 years' experience or appropriate three-years Diploma/ Degree coupled with at least 1-year experience in administration of bursaries or Grade 12/ level 4 with 3 years actual and relevant experience in bursary. Knowledge of Computer system as well as MS Word, MS Excel and MS Power Point. Experience in bursary administration will serve as an added advantage.

Duties and responsibilities: assist campus students' bursaries and administration. Issue forms to Students assess bursary forms and compile list in order of merit, asses' forms ensuring all documentary evidence is provided and correct, process claim forms for students. Capture student's information in the means test. Assist the students to complete the Schedule of Particulars (SOP) properly and ensure that the same are submitted to the relevant offices. Attend to all college queries regarding bursary. To act as the first point of contact for all visitors to the bursary (parents, staff, pupils, and visitors). To undertake administration work to support the bursary team, as directed by the supervisor. To perform any other duties required for the smooth running of campus bursary.

Applications must be submitted accompanied by (1) **New Z83** form obtainable from any public service Departments (2) Comprehensive CV, including at least three contactable references. (3) Certified copies of qualifications, ID document with original certification stamp quoting the relevant reference number to the Chief Executive Officer, Vhembe TVET College, Private bag X2136, SBASA, 0970. Alternatively, applications may be hand delivered to the HR Manager at central office, stand No 203. Unit A, SIBASA.

Closing date for applications is **18 February 2022 at 12:00**. Applications received after closing date will not be considered. If no contact is made within two months after closing date of this advertisement, please accept that it was unsuccessful. All enquiries should be directed to Ms Makungo F/Netshikhudini MA/ Chauke T at 015 963 7095/66/91.

VHEMBE TVET COLLEGE	
OFFICE OF THE PRINCIPAL	
	07 FEB 2022
Fax: 015 963 3154-7 Unit A, Stand-no-203, SIBASA	
LIMPOPO PROVINCE	

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