



higher education
& training

Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

VHEMBE TVET COLLEGE

Central Office
Private Bag X 2136
SIBASA
LIMPOPO, 0970

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Site 203, Unit A, SIBASA, 0970



VHEMBE TVET COLLEGE

Applications are hereby invited from suitably qualified and knowledgeable candidates to be appointed in contract post created in terms of the Continuing Education and Training Act of 2000 (As Amended)

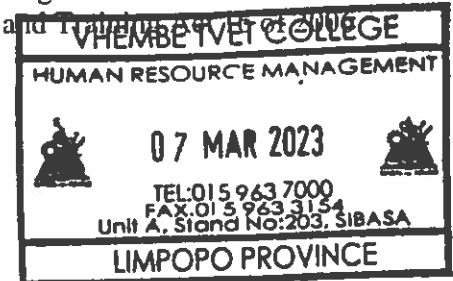
Post: Administration Clerk (Examination): Ref No.VTVET 49/2023

Salary notch: R 181 599

Salary Level: 05

Centre: Musina Campus

Nature of Appointment: 12 Months Contract



Requirements: A relevant 3-year Diploma or Bachelor degree qualification coupled with at least 1 year experience in examination. Experience working in examination related environment at a TVET College will be an added advantage.

Duties and responsibilities: Compile examination time tables and coordinate invigilation process and ensure proper preparation of examination venues as well as relevant exam materials, Receive and assess Diploma and Certificate applications from students, Assist with administration and running of external examination in accordance with the policy of national examination, Attend to all students' queries related to examination issues, Assist with proper control/handle of external examination mark-sheets, ISAT and ICASS mark-sheets and conduct verification process of the marks entered before captured or dispatched to DHET for moderation and release of results. Coordinate Preliminary schedule of external examination entries for candidates, Filing all National examination-related memorandums and circulars from DHET and assist with proper implementation accordingly. Dispatch examination answer scripts to marking centres and distribution points, Ensure that general stationery and examination materials are available, Administrate answer scripts control registers to and from Delivery Point, Receive and safely store examination question papers in the strong room, Assist with communication to DHET officials telephonically and via E-mails, Receive and process applications for re-marking and subjects credit exemption, Maintain filing system for the issued statements of results and certificates, Ensure that archives are well managed and safely stored, Attend to examination related queries from the students and other stakeholders, Typing different types of documents such as letters, circulars, reports and notifications and also retrieve e-mails and post-mails from head office, DHET, Perform general office administration activities as directed by the supervisor.

Applications must be submitted accompanied by (1) signed new Z83 form obtainable from any public service Department or DPSA website (2) Comprehensive CV including at least three contactable references, quoting the relevant reference number to the Chief Executive Officer, Vhembe TVET College, Private bag X2136, SIBASA, 0970. **Only shortlisted candidates will be required to submit certified copies of original documents**

Alternatively, applications may be hand delivered to the HR Manager at central office, stand No 203. Unit A, SIBASA. Closing date for applications is **24 March 2023 at 12:30**. Applications received after closing date will not be considered. If no contact is made within three months after closing date of this advertisement, please accept that it was unsuccessful. Failure to submit the requested documents will result in your application not being considered. The College reserves the right to withdraw any position at any time. People with disability are encouraged to apply. All enquiries should be directed to Ms Makungo F/ Netshikhudini MA/ Chauke T at 015 96370 66/91/95. **NB** Visit the college website at www.vhembecollege.edu.za for post requirements.

Geared for Excellence

Makwarela Campus Mavhoi Campus Mashamba Campus Tshisimani Campus Thengwe Campus Makhado Campus
info@vhembecollege.edu.za