



ADVERTISEMENT

(PERSAL Appointment - Full Time Permanent)

APPLICATIONS ARE AWAITED FROM SUITABLY QUALIFIED PERSONS FOR APPOINTMENT IN THE FOLLOWING POSITION:

Administrative Clerk (HR): on SL5
with basic salary between R228 321,00 and R268 950,00 p.a. excluding benefits.

Location: Upington

Post Reference No: NCRTVET/704/12/2025/SUP/GASS/UPT/08

We are looking for a highly organized individual who can manage administrative tasks efficiently and support the smooth operation of HR administration at the Upington Campus.

Minimum Requirements:

A recognized National Senior Certificate (Grade 12) or equivalent qualification.

Ability to work independently and as part of a team.

Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders.

Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams.

Ability to work under pressure and willingness to work extended hours when required.

Recommendations:

Knowledge:

HR administration processes, procedures, and practices (e.g., leave management, recruitment support, termination processes).

Records management and filing systems.

Skills:

Administration and Organizational Skills (managing files, documents, and records efficiently).

Interpersonal and Communication Skills (dealing professionally with staff and external stakeholders).

Computer Literacy (advanced use of Microsoft Word and Excel for reports and data capturing).

Time Management and ability to prioritize tasks effectively.

Attention to Detail and Accuracy.

Experience:

Performing general office administration duties.

Working with confidential information and maintaining discretion.

Data capturing and report generation within an HR or administrative environment.

Additional Qualifications:

A relevant post-matric qualification (e.g., Certificate/Diploma in Human Resources Management, Public Administration, or equivalent).

Experience working on a specific HR management system (e.g., PERSAL, SAGE, or similar).

Experience working in a Public Sector environment, particularly a TVET College or other PSET educational institution.

Key Result Areas:

Provide administration support services to students, parents and public as a whole.

Coltech administration and registration of students.

Logistical support regarding academic administration, campus functions and events.
Performing HR related duties.

CLOSING DATE FOR APPLICATIONS: Friday, 09 January, 2026

Only fully completed and online submitted applications, on the relevant website provided, are valid applications that will be accepted as an official application. You can use the following link to apply for this position:

<https://ncrz83.ngnscan.co.za/>

No physical/written/emailed application may be submitted for this position, in which case such applications will be discarded and excluded from the Recruitment and Selection processes.

Enquiries: Mr. PJ Reyneke (Tel: 0871882060)

PLEASE NOTE THE FOLLOWING:

The College is an equal opportunity, affirmative action employer.

Disabled persons with the relevant qualifications are encouraged to apply for this position.

The prescribed Z83 application form as well as your CV must be completed and uploaded online when applying for this position. Incomplete and unsigned Z83 forms and the absence of a CV, will disqualify your application.

Correspondence will only be entered into with candidates that were short-listed.

Applications received after the closing date and time will not be considered for the post.

By applying, the applicant agrees and accepts that it is at the sole and absolute discretion of the NCR TVET College to list or not to shortlist the applicant regarding any vacant post at any site of the employer.

If there is no response received within six weeks after the closing date, please regard your application as unsuccessful.

The NCR TVET College reserves the right not to fill this post.