ADVERTISEMENT

(PERSAL Appointment - Full Time Permanent)

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

Campus Administrator: on SL7
with basic salary between R338 106,00 and R398 277,00 per annum.

Location: De Aar

Post Reference No: NCRTVET/773/10/2026/SUP/GASS/DAR/04

The NCR TVET College is looking for a skilled and dedicated Campus Administrative Officer to provide comprehensive administrative and operational support at the campus. This is a hands-on role for a well-organized professional who can manage campus enrolment, human resource administration, procurement services, filing systems, and student registration processes. This is a full-time position on Salary Level 7.

Minimum Requirements:

Appropriate recognized Bachelor's degree/National Diploma (NQF Level 6) or equivalent qualification in Public Administration, Office Administration, Management Assistant or ralated field.
Minimum 2/two year's related experience.
Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams.
Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders.
A valid driver's license and willingness to travel.

Recommendations:

Knowledge:

Sound knowledge of general office administration procedures, secretarial support functions, and campus operational systems.
Understanding of Public Service legislations, policies, regulations, and frameworks, including the Public Service Act, Public Service Regulations, Employment Equity Act, and Labour Relations Act.
Broad familiarity with the Post-School Education and Training (PSET) sector, Higher Education sector, and TVET college administration environments.
Basic understanding of corporate governance, cost centre budgetary principles, expenditure tracking, and cash flow management.
Working knowledge of archiving standards, record-keeping requirements, and QMS (Quality Management Systems) compliance.

Skills:

Strong planning, organizing, and time-management skills to coordinate campus enrolment plans, meetings, workshops, and administrative schedules.
Excellent communication and interpersonal skills for client-oriented service delivery, staff support, and resolving administrative queries.
Proficiency in report writing, compiling management presentations, and drafting departmental correspondence and procurement memos.
Problem-solving and analytical skills to verify documentation, reconcile data exceptions, and monitor all staff attendance registers.
Financial and administrative skills to handle purchase requisitions, invoice coordination, and basic cost-centre expenditure tracking.

Experience:

2 Years of practical experience working within a busy administrative, corporate, or public sector office environment.
Practical experience in coordinating human resource administrative functions, such as leave management, Performance Management and Development System (PMDS) documents, and disciplinary or grievance record-keeping.
Hands-on experience in handling procurement processes, drafting requisitions, receiving goods, and maintaining structured filing and archiving systems in line with compliance regulations.
Experience in supporting student administration processes, including student registration, data capturing, document scanning, and examination coordination.

Additional Qualifications or Experience:

Advanced qualifications (such as an Advanced Diploma or Bachelor's Degree) in Public Management, Administration, or Office Management and Technology will be an added advantage.
Prior working experience within a public TVET college environment will be an added advantage.
Formal training or experience in financial record-keeping, asset management, or supply chain management within the public sector will be an added advantage.
Experience with electronic student management information systems (IFSS / Coltech or similar TVET MIS platforms) will be an added advantage.

Key Result Areas:

Render administrative support services
Administer and coordinate Human Resource Services
Provide procurement services
Maintain a proper filing system
Administer student registration and examination process

CLOSING DATE FOR APPLICATIONS: Friday, 20 November, 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 comprehensive, up-to-date CV must be completed and uploaded online when applying for this position. Incomplete and unsigned Z83 forms and the absence of a comprehensive, up-to-date 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 shortlist or not to shortlist the applicant regarding any vacant post at any site of the employer.
If there is no response received within 3 months after the closing date, please regard your application as unsuccessful.
The NCR TVET College reserves the right not to fill this post.