



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING (ESAYIDI TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING)

*Esayidi Technical Vocation Education and Training is an Equal opportunity employer inviting applications from suitable experienced applicants for this **One Year Renewable Contract***

<u>POST</u>	CAMPUS ADMINISTRATOR: UMZIMKHULU CAMPUS NMZ01/05/2026
<u>SALARY</u>	R338 106 – R398 277 per annum SL7 (The successful candidate will be Required to sign a performance agreement)
<u>CENTRE CLOSING DATE</u>	Esayidi TVET College, Central Office Friday , 29 May 2025
<u>REQUIREMENTS</u>	An appropriate National Diploma in Office Administration / Business Management / Public Management (NQF level 6) or any relevant field. Knowledge of computer hardware, software and programs. Three to five (3-5) years' experience in office administration environment. Coltech knowledge will be an added advantage. Must have Code 08 driver's license.
<u>DUTIES</u>	Render administrative support duties, draw campus enrolment plan for both NCV and Report 191. Gather department information, arrange meetings conferences. Administer and coordinate human resources services, coordinate leave forms and submit to central office, coordinate all relevant documentation pertaining disciplinary cases and grievances, follow up and resolve human resources queries and issues. Provide procurement services, maintain a proper filing system, maintain files for all campus staff. Filing of performance management documentation according to IQMS requirements. Administer student registration and examination process , assist in the registration of students, store student portfolios, administrate scanning of student's documents , capture and reconcile information for students, ensure data exceptions and corrections, coordinate student registration process, coordinate examination process.
<u>ENQUIRIES</u> :	Ms NB Ndlovu Tel No: (039) 940 5283
<u>APPLICATIONS</u> :	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to ESAYIDI TVET COLLEGE, 699 Coniston Rd, Windsor on Sea , Margate , 4265
<u>NOTE</u> :	Applications should be on a new Z83 form, signed and dated , and must be accompanied by a recently updated comprehensive Curriculum Vitae (inclusive of three contactable references and contact details), Short listed candidates will be required to submit certified copies of qualifications, ID copy on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.

Approved
Ehgod.
07/05/2026