



DEPARTMENT OF HIGHER EDUCATION AND TRAINING
*Coastal KZN Technical Vocation Education and Training College is an
Equal opportunity employer inviting applications from suitable
experienced applicants for these contract posts.*

EXTERNAL ADVERTISEMENT

Executive Secretary to College Council (Temporary)

Ref No: CAO05 /2025

NATURE OF APPOINTMENT: 6 MONTHS FIXED TERM CONTRACT

SALARY: R308 154 per annum (SL7) plus actual benefits or 37% in lieu of benefits

CENTRE: Coastal KZN TVET College (Central Admin Office)

REQUIREMENTS: Grade 12 certificate (NQF Level 4) or equivalent qualifications. A recognised National Diploma in Public Administration/Business Management/Office Management. Minimum of 3 years' experience in a secretarial or office administration environment. **KNOWLEDGE:** Knowledge and understanding of Public Administration. Knowledge of the relevant legislation, policies, prescripts and procedures. Basic knowledge of Financial Administration. **SKILLS:** Certificate in Advanced Computer skills (proficiency in MS Office, Excel, PowerPoint). Excellent communication skills. Report writing skills. Planning and organising skills. Record keeping skills. Telephone and interpersonal skills

DUTIES: Provide administrative coordination and support in the Central Office. Draft all letters, submissions and memorandums. Preparing supporting documents for meetings, receive and distribution of stationery to the relevant officials. Receive and consolidate Council reports. Assisting in the establishment and implementation of effective records and document management systems in the office of the Principal. Assist in providing secretariat support to College Council, Council Committees, Academic Board, and other external stakeholders. Coordinate all logistical arrangements for travelling and meetings etc. Processing of claims for travelling and meetings. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents for meetings of above structures. Assist in keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Safekeeping of approved minutes are signed off and safely kept. Assist in the provision of strategic management, monitoring and evaluation services. Assist in coordinating operational and strategic planning process. Assist in facilitating the development and implementation of service delivery improvement plans and initiatives.

Enquiries: HR Unit Tel No: (031) 905 7000

APPLICATIONS : Quoting the relevant reference number, direct your application to:
The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE : **DIRECTION TO CANDIDATES**

Applications must be submitted on the **new prescribed Z83 form** obtainable from any Public Service department and **must be fully completed, dated and signed**. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as recent, comprehensive Curriculum Vitae.

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit.

Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. **Correspondence will be limited to short-listed candidates.**

All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

CLOSING DATE : 11 April 2025