



**Tshwane University  
of Technology**

*We empower people*

# VACANCY BULLETIN

**Position: Part -Time Administrative Assistant  
Department: Tshwane School for Business and Society  
Directorate:DVC: Teaching Learning and Technology  
Ref: 25/43**

The Tshwane School for Business and Society at the Pretoria campus, 1204 Park Street, Ditsela Place, Hatfield, Pretoria, requires the services of a part-time Administrative Assistant.

## **1. Job Summary:**

The Administrative Assistant will provide the TSB Director with administrative support and contributing to the efficient operation of his office.

## **2. Critical Performance Areas:**

- Provide administrative support to TSB Director, ensuring smooth daily operations.
- Coordinate and manage Directors schedules, meetings, and appointments.
- Handle confidential information with the highest degree of integrity.
- Facilitate communication between executives, team members, and external stakeholders.
- Assist in preparing reports, presentations, and other business documents.
- Manage office correspondence and ensure timely responses to inquiries.
- Assist in organizing travel arrangements, events, and other logistical tasks.
- Support in managing office systems, filing, and documentation processes.
- Render marketing support on the execution of marketing campaigns and events (virtual and in-person).
- Assist with content creation for social media pages, including content design and posting.

## **3. Minimum Requirements:**

- NQF Level 4
- Postgraduate Diploma in Administrative Information Management, Postgraduate Diploma in Business Administration, Marketing or Project Management.

Women and people with disabilities are encouraged to apply.





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## 4. Experience:

- 2 years relevant experience at office administration level/ Marketing or Project Coordination.
- Sound knowledge of office management systems and procedures.

## 5. Knowledge and Skills

- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- High level of discretion and professionalism in handling sensitive information.
- Ability to work independently and as part of a team.
- Attention to detail and ability to prioritize effectively.
- Project Coordination Skills
- Content creation and copywriting skills
- Marketing Skills
- Familiarity with design tools such as Adobe Suite and Canva.
- Basic knowledge of website management and CMS platforms

## Application Process

Interested candidates must submit the under mentioned documents only to [motediem@tut.ac.za](mailto:motediem@tut.ac.za).

- Application form for employment, Curriculum Vitae (CV), recent certified copy of ID and certified copy of highest qualification.

**Enquiries** : Ms Evodia Motedi: Tel: 012 382 3004

**Closing Date** : 05 May 2025

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. Candidates may be required to undergo psychometric tests and any other simulation interventions. People with disabilities are encouraged to apply. Preference will be given to people from designated groups and the University reserves the right, in its sole discretion, not to make an appointment.

Women and people with disabilities are encouraged to apply.

