



**Tshwane University
of Technology**

We empower people

VACANCY BULLETIN

INTERNAL/EXTERNAL ADVERT
OFFICE ASSISTANT
SPORT AND RECREATION
GA-RANKUWA CAMPUS
Ref : 25/747a

The Directorate of Sport and Recreation seeks to appoint a student assistant at Ga-Rankuwa, Sport and Recreation offices. The position is for the period from June 2025 until 30 November 2025.

Critical Performance Areas

- Assist Sport and Recreation offices with day-to-day administration
- Assist with the purchasing of materials.
- Assist with booking of transport and facilities.
- Assist with coordinating teams' logistics trainings and matches
- Assist in arranging meetings and records for the Sporting Codes/Sport Programs.
- Able to work after hours and weekends voluntarily.
- Able to provide general administrative support to the 5 offices

Minimum Requirements

- Strong interest in and passion for sports and recreation.
- Excellent communication and interpersonal skills.
- Ability to work effectively both independently and as part of a team.
- Basic knowledge of sports and recreation programs and activities.
- Proficiency in Microsoft Office applications.
- Ability to multitask and prioritize tasks efficiently.
- Willingness to learn and take on new challenges.
- Previous experience working or volunteering in a sports or recreation setting will be an added advantage.

1. Academic qualifications

- A post matric qualification
- Must be a registered postgrad student at Tshwane University of Technology

2. Experience and skills

- Good communication skills
- Computer literacy
- Drivers license will be an added advantage
- Good report writing skills

Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Send your CV : matenchime@tut.ac.za

CANDIDATES ARE ADVISED TO ENSURE THAT THEY ATTACH THE APPLICATION FORM TOGETHER WITH THE CV. THE APPLICATION FORM IS AVAILABLE ON THE INTRANET.

Closing Date: – 23 May 2025 Enquiries to Mr S Kgabi, Tel: 012 382 0879. **NB.:** If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. **The University reserves the right not to make an appointment.** It is the intention of the University to to promote representativity in respect of race, gender and disability through the filling of this post.

Women and People with disabilities are encouraged to apply.