



ADVERTISEMENT

CHIEF ADMINISTRATION CLERK

SALARY RANGE: R 325,101 – R 382,959 PER ANNUM (EXCLUDING BENEFITS)

PERMANENT

**DEPARTMENT: DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET)
NORTHLINK TVET COLLEGE CENTRAL OFFICE**

Vacancy Reference Number: NLC/35/2025

Email: Careers4@northlink.co.za

MINIMUM REQUIREMENTS

- Minimum three (3) year qualification (Diploma or Degree) in Human Resources Management.
- Minimum of three (2) years' experience in a Human Resource Environment.
- Experience in using Management Information System (MIS) will be an added advantage.
- Understanding of the PERSAL system.
- Understanding of storage and retrieval procedures in the working environment.
- Understanding of legislative frameworks governing the Public Services.
- Computer Literacy (Microsoft Office Package) and a valid driver's licence.

KEY PERFORMANCE AREAS

- Facilitate the development of HR policies and systems relating to archives, document management, HR registry and records keeping.
- Develop plans and strategies relating to registry management.
- Safeguard the human resource records.
- Supervise and provide registry counter services.
- Supervisor and render an effective filing and HR record management services.
- Supervise the operate office machines in relation to the registry functions.
- Supervise the processing of documents for archiving and/disposal.
- Supervision of Staff.
- Provide conditions of services and remuneration of employees.
- Process Pension, Housing Allowance and long Services benefits.
- Keep all signed contract of employment forms on salary 2 to 8.
- Process employee leave.


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04 June 2025

- Maintain staff files (employment contracts, details, leaves forms).
- Receive all termination paperwork and terminate employees as and when required.
- Process payroll for all employees and deal with all administration and queries relating to the Pension Fund and Medical Aid.
- Submit reports to management as required so that they are informed of HR related matters and can take informed decisions.
- Keep signed and completed Declaration of interest and a Confidentiality Agreement for all employees.
- Keep staff records up to date and record changes to employee's details (change of address/Bank details).
- Provide Recruitment and Selection services to the college.
- Provide an effective and efficient records management services.

APPLICATIONS REQUIREMENTS

Applicants must submit the following documents:

- Comprehensive CV.
- Copies of all qualifications (including school-leaving qualifications).
- Academic transcripts/statement of results.
- Identity document (ID card – front & back).
- Valid driver's license.
- 2 recent contactable references.

Please note: A passport or driver's license will not be accepted in lieu of an Identity Document. All applicants must submit a duly signed and fully completed NEW Z83 form (available on the Northlink College website: www.northlink.co.za) to email: Careers4@northlink.co.za.

- **ALL DOCUMENTS MUST BE IN PDF FORMAT.**
- **Applicants will be subjected to a criminal background check and qualification verification.**
- **Applicants are advised to submit ONE PDF DOCUMENT (Z83, CV, and qualifications) per application.** A complete set of documents should be submitted separately for each post you are applying for. Ensure that the relevant post reference number is clearly stated in your application. A SAQA evaluation report must accompany foreign qualifications.

The College will not be responsible for any illegible or inaccessible PDF documents. The onus is on the applicant to ensure that applications are emailed before the closing date. Incomplete applications or failure to attach the requested documents will not be considered.

CLOSING DATE: 13 June 2025 at 12h00

ENQUIRIES: 021 970 9069

Northlink TVET College is a designated employer in terms of the Employment Equity Act. Appointments will be made according to the institution's Employment Equity Plan. Preference will be given to candidates with disabilities, as well as those from unrepresented groups such as Indians and Africans. The College reserves the right not to make an appointment. If you have not received a response within sixty (60) days after the closing date, please consider your application unsuccessful.


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04 June 2025

• Belhar Campus
Tel: 021 952 2113 • Fax: 021 952 6694
• Bellville Campus
Tel: 021 951 2231 • Fax: 021 951 3967

• Goodwood Campus
Tel: 021 591 3181 • Fax: 021 592 2493
• Parow Campus
Tel: 021 931 8238 • Fax: 021 931 8244

• Protea Campus
Tel: 021 946 2250 • Fax: 021 949 0886
• Tygerberg Campus
Tel: 021 524 2200 • Fax: 021 524 2300

• Wingfield Campus
Tel: 021 591 9207 • Fax: 021 592 3923