

The **Faculty of Science** requires the services of one part time **administrator** to provide administrative support for faculty activities at the Giyani campus.

Critical Performance Areas

- Performing administrative functions before, during and after programme and subject meetings.
- Managing, compiling, quality assuring and archiving hard and soft copy programme and subject documents.
- Extracting (e.g. from ITS, MIS, HEDA), collecting and processing of data and other information required for reports and other academic processes.
- Managing telephonic and electronic enquiries and corresponding internally and externally related to the programmes and modules offered at Giyani for the faculty of science
- Liaising with and providing administrative assistance for lecturers.
- Performing administrative functions related to programme and subject engagements and functions for example but not limited to external stakeholder and programme functions.
- Managing administrative processes related to student recruitment, application, selection, registration, examination, recognition of prior learning, exemptions, recognitions, assessment (tests and exams), and moderation.
- Performing any other reasonable administrative tasks required by the programme coordinator.

Minimum requirements:

- **Academic qualifications:**
 - Three year (NQF 6) relevant qualification in office administration
- **Experience:**
 - Minimum of 3 years relevant experience in office administration in an academic environment.

Knowledge and Skills

- Proficiency in MS Office, MIS, HEDA, ITS, SharePoint, Finance iEnabler, e-selection and other relevant computer programmes in the TUT environment.
- Ability to work under pressure with a large number of stakeholders inside and outside the university.
- Good communication skills.
- Ability to organise self and meet deadlines
- Full proficiency in English.

Faculty of Science

(Ref : 25/714)

Send your CV to: KganyagoRP@tut.ac.za

Enquiries: Dr M Thaoge-Zwane +27 12 382-6337/6219

Include: a copy of your certified academic record, qualifications, and identity document

Closing date: 22 August 2025