

ADMIN CLERK
KHAYELITSHA CAMPUS
(R173 703 – R204 612 p.a plus benefits)

This is a permanent College position.

RESPONSIBILITIES

- Assist with all Student Administration including Registration, Data Capturing, Filling
- Perform front line administrative duties including answering of telephone
- Responsible for all Certificate Verification and Administration
- Ensure proper Archiving and Record keeping of Student Records.

REQUIREMENTS

- Grade 12 / Matric / NCV L4 certificate
- Minimum 1 year Administrative experience in a Higher Education Sector
- Exposure to any Management Information System
- Computer literacy (MS Word, Excel, Outlook)

RECOMMENDATIONS

- National Diploma / N6 – Management Assistant / Business Management / Public Management / IT / Management
- Experience in ITS (MIS)
- Deadline driven and attention to detail

APPLICATION PROCESS

To apply, visit www.falsebaycollege.co.za download the Z83 application form and the FBC application form. Forward the completed application forms, together with the job reference number, your CV, academic transcripts and all relevant supporting documentation to Mrs M Isaacs, via fax on 021 787 0807 or email to vacancies@falsebay.org.za

Post No : FAC07
Closing Date : 5 April 2020

Incomplete applications will not be considered.



False Bay College is guided by the principles of Employment Equity. The College reserves the right not to fill this position. If you have not been contacted within 60 days' of the closing date, kindly regard your application as unsuccessful.