



## ADVERTISEMENT

To:	All Staff	From:	Melissa Anthony
Department:	All Departments	Department:	HR Department
Campus:	All Campuses	Campus:	Central Office
Subject:	Vacancy – Campus Secretary	Date:	05 December 2019

### CAMPUS SECRETARY PROTEA CAMPUS

**SALARY RANGE: R 173, 703 – R204, 612 per annum (plus access to benefits)**

**OPEN VACANCY**  
**[Ref.: 30/01/2020]**

### REQUIREMENTS

- Relevant three (3) year qualification.
- Minimum of three (3) years' administrative experience.
- Experience in college administration will be a strong recommendation.
- Experience in using a MIS System will be a recommendation.
- Bilingual. (English plus Afrikaans or Xhosa)
- Computer Literate. (MS Office: Word, Excel)
- Valid Driver's Licence.

### DUTIES

- Perform all the secretarial duties at the Campus.
- Assist the Campus Manager with financial matters e.g balance petty cash.
- Responsible for diverse administration functions.
- *Applications: Applicants must submit their CV, originally certified copies (not older than 3 months) of all qualifications (including school leaving qualifications), Academic Transcripts/ Statement of results, Identity document, Valid Driver's Licence (if applicable) and 2 recent contactable references. Please note that a passport or Drivers Licence will not be accepted in lieu of Identity Document. All applicants must submit a duly signed Z83 form to the Recruitment Officer, hand delivered to Northlink College - Central Office, 80 Voortrekker Road, Bellville, 7530 or posted to Private Bag X1, PANORAMA, 7506. Applicants will be subjected to a criminal background check as well as the verification of qualifications. No faxed or e-mailed applications will be considered.*
- *A complete set of application documents should be submitted separately for every post you wish to apply for. Please ensure that you clearly state the relevant post reference number on your application. Failure to attach the requested documents and incomplete applications will not be considered.*

**Closing Date: 10 January 2020**

**Enquiries: 021 – 9709019**

*Preference will be given to designated groups in terms of the Employment Equity Act. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.*

• 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

**SABS**  
ISO 9001

