

**WESTERN CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE ADVERT: CENTRAL OFFICE
(CONTRACT BASIS: COLLEGE COUNCIL APPOINTMENT)**

ADVERTISED DATE: 17 FEBRUARY 2023

Post: Secretary (College Council)

Ref: No (WCETC/SECR/04/2023)

Section: Office of The Acting Principal

Location: WC CET College Central Office (Bellville)

Nature of Post: (2 Year Contract, College Council Paid)

Salary: R181 599.00 per annum (Level 05) +37% in lieu of benefits

REQUIREMENTS:

Grade 12/ Senior Certificate; A relevant executive secretarial certificate or a recognized diploma in Office Management and Technology/Management Assistance or Equivalent qualification will be advantageous; Computer Literacy; Excellent communication skills, Report writing skills, Planning and organizing skills, Record keeping skills, Telephone and interpersonal skills.

DUTIES & RESPONSIBILITIES:

Schedule College Council meetings and arrange meeting venues. Prepare agendas and take minutes of Council and Council Sub-Committee meetings. Compile presentations and reports when needed. Conduct research on various topics as may be required by senior management or the College Council. Implement / disseminate Management and Council resolutions and make follow-ups. Managing the year plan as relates to College Council meetings and activities; Rendering advice and support to relevant stakeholders; General maintenance of the office / office administration; Attending to routine office correspondence; Ensuring that all stakeholders are notified on time about meetings, news and notices emanating from the College Council; Dealing with telephone calls, and attending to office visitors; Ensuring effective and efficient communication within the College as well as the with other stakeholders; Arranging and organizing meetings as directed by the Council; Liaising with the DHET Regional Office and Head Office when need be; Communicate with service providers and stakeholders on behalf of the Office of the Principal whenever the need arises; Calling for reports, including budget reports, quarterly performance reports, Annual performance report and matters pending; Taking and typing minutes and reports of all College Council related events and meetings; Following up on return dates of the requested documents.

ENQUIRIES:

- Mr R Janse van Rensburg/MS N Gwayi / MS N Mshumpela Tel No: 021 180 1018 /1025/1017.

APPLICATION:

Applications must be hand delivered to: The Human Resources Manager, Western Cape CET College, 09 Old Paarl Road, W.J. Louw Gebou Building, Belgravia, Bellville, 7530 or electronically via email to: Recruit@WC.CETC.edu.za



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**WESTERN CAPE COMMUNITY
EDUCATION AND TRAINING
COLLEGE**

09 Old Paarl Road, WJ Lou Building, Belgravia
Bellville 7350
Phone :021 180 1010
[Email: Recruit@WC.CETC.edu.za](mailto:Recruit@WC.CETC.edu.za)



NOTE : Applications must be submitted on new Z83 form obtainable from the college website <http://wc.cetc.edu.za/Corporate/Vacancies> or from any Public Service Department accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Please take note that correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). If you are not contacted within three months after the closing date, consider your application unsuccessful.

The Western Cape Community Education Training College reserves the right not to make any appointment(s) for the advertised posts.

CLOSING DATE: Friday 3 March 2023 @1600



Western Cape Community Education and Training College/www.wc.cetc.edu.za