higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College

Enquiries: NA Damoyi zdamoyi@ingwecollege.edu.za Ext 151

NON-ACADEMIC POST

Ingwe TVET College is an Affirmative Action employer. Whites, Coloured, Indians males and females and people with disability are encouraged to apply. Ingwe TVET College reserves the right not to make appointment for the following post. Applications are invited from suitably qualified and experienced people for the following post:

SECRETARY TO THE COLLEGE COUNCIL
SALARY NOTCH: R 468 459- SL 9
(4 YEARS FIXED TERM CONTRACT)
REF NO: ING2025/07

Requirements:

- Matric or Equivalent.
- A BCom law or LLB Degree with a solid legal background
- Degree in Public Management or Office Management or Equivalent qualification will be added advantage.
- Certificate in Advanced Computer skills (proficiency in MS Office, Excel, PowerPoint.
- Minimum of three (3) years in a company or council secretarial function of similar role and functions.
- Must have a valid driver's license.

Competencies

- Good listening and writing skills, good interpersonal relations, and customer orientation.
- Organization and planning skills and basic Financial Management will be an added advantage.
- Attention to detail knowledge of the Further & Higher Education System, professional discreet with confidentiality. Assertive, good organizer with sound judgement and decision-making skills and able to work under pressure.

Responsibilities

- Drafting and circulating agendas and minutes.
- Organising and facilitating Council and Committee meetings.
- Record management and safekeeping of governance documentation.
- Coordinating Council resolutions with the Office of the Principal.
- Ensuring compliance with governance timelines and reporting cycles.
- Assist with research and drafting of charters, terms or reference, policy documents on governance and legal matters.
- Assist on strategic planning, monitoring and evaluation.
- Ensure that corporate governance best practices are adopted by the College.

Please forward applications to: Human Resource Administration – Ingwe TVET College, PO Box 92491 Mount Frere, 5090 or hand deliver at Ingwe TVET College Admin Centre Office, Badibanise A/A, Mount Frere 5090. All applications must be accompanied by new approved Z83 and detailed Curriculum Vitae. The communication from the HR of the department regarding the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. If there are no responses within 90 days of the closing date, consider your application as unsuccessful.

ENQUIRIES: Ms NA Damoyi (039 9402142)
CLOSING DATE: 15 August 2025