

ADVERTISEMENT

CHIEF ADMINISTRATION CLERK (TWO POSTS)

SALARY RANGE: R 289 404 – R 340 911 PER ANNUM (EXCLUDING BENEFITS)

PERMANENT

**THE CHIEF ADMINISTRATION CLERK (TWO POSTS) IS REQUIRED AS
INDICATED BELOW:**

Post	Reference Number
CHIEF ADMINISTRATION CLERK (TWO POSTS)	NLC-CNT11-2023

MINIMUM REQUIREMENTS:

- Grade 12.
- Minimum 3 year Qualification (Diploma or Degree) in Human Resource Management.
- Minimum one 1 - 2 years relevant experience in a Human Resource environment.
- Knowledge of the TVET sector will be an added advantage.
- Computer Literacy.
- Valid Driver's Licence.
- Relevant PERSAL certificate/s.

KEY PERFORMANCE AREAS:

- Understanding and utilisation of the PERSAL system.
- Understanding of legislative framework governing the Public Service.
- Storage and retrieval procedures in terms of the working environment.
- Planning and Organizing.
- Good verbal and written communication.
- Customer care services.

DUTIES:

- Implement all Human Resource Administration Services.
- Administer conditions of service and remuneration of employees.
- Provide conditions of services and remuneration of employees.
- Provide Recruitment and Selection services to the College.
- Provide an effective and efficient Records Management Services.

14.04.2023


APPLICATIONS:

*Applicants must submit their CV, copies of all qualifications (including school leaving qualifications), Academic Transcripts/ Statement of results, Identity document (ID Card – Front & Back copy), Valid Driver's Licence 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 and fully completed **NEW Z83 form** (view on the Northlink College website www.northlink.co.za) to email Careers9@northlink.co.za.*

- **ALL DOCUMENTS SUBMITTED MUST BE IN PDF FORMAT.**
- ***Applicants will be subjected to a criminal background check as well as the verification of qualifications.***
- *Applicants are advised to submit one PDF document per application. 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. The College will not be responsible for any illegible PDF documents or PDF documents cannot be accessed/opened. The onus rests on the applicant to ensure that the applications are e-mailed before the closing date. Failure to attach the requested documents and incomplete applications will not be considered.*

Closing Date: 30 April 2023 at 12h00

Enquiries: 021 970 9017

Northlink College is a designated employer in terms of the Employment Equity Act. Appointments will be made according to the Employment Equity plan of the institution. 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.

14.04.2023
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• **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