

POST 16 : ADMINISTRATION CLERK (REGISTRATION)
SALARY : R 216 417 PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL 5)
DURATION : 3 YEAR CONTRACT
CENTRE : EZIBELENI SKILLS CENTRE (REF NO: ESC20/1/25)
Email Address : regclerk2025@ikhala.edu.za

MINIMUM REQUIREMENTS: Grade 12 certificate or NC(V) Level 4 certificate or equivalent. Minimum of 0–1-year relevant experience in College / University / School administration environment. Computer Literacy.

KNOWLEDGE & SKILLS: Employment service market; PSET and CET Act; Knowledge of Registration process; Public Service prescripts; DHET Policies; Industrial operation; Identification of opportunities in the market; Labour Market & Opportunity linkages with industries. Excellent Communication (oral and written); Interpersonal; Planning & Organising.

DUTIES: Assist in rendering administration support services during the student registration processes. Assist in rendering administration support services in the exam and marking centre. Assist in rendering the career exhibition services. Assist in rendering administration support services during the testing of students, with regard to choose of and placement within programmes. Capture and update database of students enrolled within programmes. Capture and update database of students enrolled within programmes. Assist with the distribution and collection of learning materials. Assist in issuing of certificates and results statement.