

POST 17 : **ADMINISTRATION CLERK (EXAMINATIONS) X3**
SALARY : **R 216 417 PER ANNUM PLUS BENEFITS (SL 5)**
DURATION : **3 YEAR CONTRACT**
CENTRE : **ALIWAL NORTH ENGINEERING CAMPUS (REF NO: ANE21/1/25)**
Email Address : **examclerk2125@ikhala.edu.za**
CENTRE : **STERKSPRUIT ENGINEERING CAMPUS (REF NO: SSE22/1/25)**
Email Address : **examclerk2225@ikhala.edu.za**
CENTRE : **EZIBELENI SKILLS CENTRE (REF NO: ESC23/1/25)**
Email Address : **examclerk2325@ikhala.edu.za**

MINIMUM REQUIREMENTS: Grade 12 certificate or NC(V) Level 4 certificate or equivalent. Minimum of 0–1-year experience in the Teaching and Learning environment/ examination /administration related field. Computer Literacy.

KNOWLEDGE & SKILLS: Knowledge of White Paper on PSET Act; Knowledge of the Public TVET sector and its regulatory and legislative framework; Knowledge and understanding of the Higher Education sector; Knowledge and understanding of COLTECH system, TVETMIS, and ITS; Knowledge of practice notes, national, provincial policy frameworks relevant to teaching & learning. Excellent Communication (oral and written); Interpersonal; Planning & Organising.

DUTIES: Assist with the coordination of internal and external examination assessment. Assist in coordinating training for Invigilators, Markers and Data Capturers. Assist to facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Assist to process application and issuing of certificates services. Render administration support for the examination unit.