

**POST 18** : **ADMINISTRATION CLERK (STUDENT SUPPORT SERVICES)**  
**SALARY** : **R 216 417 PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL 5)**  
**DURATION** : **3 YEAR CONTRACT**  
**CENTRE** : **CENTRAL OFFICE (REF NO: CO24/1/25)**  
**Email Address** : **adminclerk2425@ikhala.edu.za**

**MINIMUM REQUIREMENTS:** Grade 12 certificate or NC(V) Level 4 certificate or equivalent. Minimum of 0–1-year experience in Student Support Administration environment or related field. Computer Literacy.

**KNOWLEDGE & SKILLS:** Knowledge of PSET and CET Act; Knowledge and understanding of Student Support Services Act; Knowledge and understanding of electoral processes; Knowledge of career guidance and extra-curricular activities; Knowledge of Skills; Knowledge of the Ethical regulatory and legislative framework; Knowledge and understanding of the Higher Education sector. Excellent Communication (oral and written); Interpersonal; Planning & Organising.

**DUTIES:** Assist in providing student support services. Assist in implementing student work placement and Work Integrated Learning (WIL) policies. Render administrative services on career guidance, counselling and academic support for students. Assist in implementing the sport, recreation, arts and culture programs for student in the campus. Render administrative services for student governance and student leadership development and exit support programme.