Tshwane University of Technology

We empower people

VACANCY BULLETIN

Part-Time HR Administrative Assistant – (7) Months
Department: Human Resource and Transformation
Soshanguve North Campus
Ref: 26/L27

The Department of Human Resource and Transformation seeks to appoint an HR Administrative Assistant at Soshanguve Campus whose primary role will include amongst others to provide administrative support to the HR Office.

INSTRUCTIONS: Applicants are required to submit, together with the CVs, a fully completed standardized application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Candidates may be subjected to appropriate psychometric testing and other selection instruments.

Key Performance Areas

- Rendering support to HR team regarding all human resource processes.
- Providing support in terms of all internal and external HR related enquiries or requests.
- Assist with the recruitment process through the supervision of HR officials.
- Assist with the completion of UIF and benefit documents (Study Discounts etc)
- Maintain calendars of the HR management team.
- Schedule meetings, interviews, HR events and maintain agendas.
- Keep up to date with the latest HR trends and best practice.
- Assist with qualification verification under the supervision of HR officials.
- Assist with daily enquiries regarding leave, benefits etc, and direct to relevant offices.
- Complete termination paperwork under the supervision of HR officials
- General HR responsibilities as well as ad hoc duties.

Minimum Requirements

1. Academic qualifications

- NQF level 6 - National Diploma in Human Resources Management (Advanced Diploma in HR will be an added advantage).

2. Experience

- 2 years relevant experience (HR)

Women and people with disabilities are encouraged to apply.

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Send your CV to: MokgokoKE@tut.ac.za

Closing Date: 13 May 2026

Enquiries: Ms M Mojaki (Tel. 012 382-9683)

NB.: If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. **The University reserves the right not to make an appointment.** It is the intention of the University to promote representativity in respect of race, gender and disability through the filling of this post.

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