



The College of Cape Town, a preferred Technical Vocational Education and Training provider, is committed as an Institution of Excellence to develop the potential of its students, through quality Education and Training in response to the country's skills development needs.

We hereby invite applications from suitably qualified persons for the following:

## NON-ACADEMIC POSTS

### SALARY LEVEL 5

Starting salary: R228 321 per annum(Excluding Benefits)	POST REFERENCE NUMBER
OFFICE SECRETARIES	CCT-SECDPF-06-2025 CCT-OSECATH-06-2025 CCT-OSECUG-06-2025
ADMINISTRATIVE CLERK EXAMS AND ASSESSMENTS	CCT-AEA-1-06-2025 CCT-AEA12-06-2025
ADMIN CLERK FINANCE	CCT-ACFIN-1-06-2025 CCT-ACFIN-2-06-2025 CCT-ACFIN-3-06-2025 CCT-ACFIN-4-06-2025 CCT-ACFIN-5-06-2025
ADMIN CLERK SUPPLY CHAIN	CCT-ACSCM-1-06-2025 CCT-ACSCM-2-06-2025 CCT-ACSCM-3-06-2025 CCT-ACSCM-4-06-2025
ADMIN CLERK GENERAL SUPPORT	CCT-AGS-1-06-2025 CCT-AGS-2-06-2025 CCT-AGS-3-06-2025 CCT-AGS-4-06-2025
ADMIN CLERK WORKSHOPS	CCT-AWS-1-06-2025 CCT-AWS-2-06-2025

### SALARY LEVEL 4

Salary: R193 359 per annum (Excluding Benefits)	POST REFERENCE NUMBER
ADMINISTRATIVE CLERK DATA CAPTURE	CCT-ADC-1-06-2025 CCT-ADC-2-06-2025
SUPERVISOR GENERAL ASSISTANTS:	CCT-SGA-1-06-2025 CCT-SGA-2-06-2025 CCT-SGA-3-06-2025

### SALARY LEVEL 2

Salary: R138 486 per annum (Excluding Benefits)	POST REFERENCE NUMBER
GENERAL ASSISTANT	CCT-GA-1-06-2025 CCT-GA-2-06-2025 CCT-GA-3-06-2025

Note: These posts are advertised only internally and locally. Candidates outside these parameters shall not be considered by the College.

CLOSING DATE: 11 July 2025 at 16:30. Applications received after the closing date, e- mailed or faxed applications will not be considered.

Kindly see minimum requirements and key performance areas on the website. If applying for more than one post, kindly submit a separate application for each post.

Please Note: The Application form and key performance areas of each post is available on [www.cct.edu.za](http://www.cct.edu.za). Applications must be submitted on a new form Z83 obtainable from any Public Sector Department/TVET College. The reference number and the post title must be quoted on the Z83 which must be originally signed and dated by the applicant. Candidates must also submit comprehensive curriculum vitae when they apply. Only shortlisted candidates will be asked to bring certified copies of identity documents and (Transcripts and Academic records) copies of all qualifications including matric certificate. Otherwise applicants are not allowed to attach any copies of their qualifications or ID on their application but to include them as part of their CV.

Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to security screening. Applications must be delivered to for the attention of the HR Officer, MR. B Klaas. Due to high volume of applications, applications will not be acknowledged and if you do not receive any response within 3 months, please accept that your application was unsuccessful. The College is an affirmative action employer Hand deliver: The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt River 7925, OR Post to: The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

Enquiries: Bonga Klaas (021) 404 6700.