



## VACANCY ADVERT

King Hints TVET College invites suitable qualified and experienced candidates to apply for the following positions that exist in the College.

**Nature of Post:** 2 moths contract  
**Work Station:** Admin Centre

Post Description: Examination Assistants  
Ref No: KHC 2017/ 10-01

No. of Posts: 02

**Requirements:** Grade 12 / NQF Level 4 or equivalent qualification. N6 or Diploma. Computer skills, Experience as an Exam Assistant will be added advantages.

**Competences:** Have good communication skills. Be able to work with people. Planning, Accuracy and ability to work under pressure.

**Duties:** Sorting and packing of scripts. Recording, Counting and movement of scripts from the Distribution Centre to the Examination Centres. Receiving and Verification of scripts from the Examination Centres. Ensure proper administration of Examinations. And any other duties assigned by Examination Manager.

**Notice to Candidates:**

Please submit your application using Z83 form, certified copies of qualifications, certified ID copy and a detailed CV. Faxed or emailed applications will not be considered. Correspondence will only be made to successful candidates. All applications should be directed to the Manager: Human Resources Department; using the following address:

**Physical Address**

218 Mthatha Road, Ibika Location  
Butterworth  
4960

**Closing Date:** 17 October 2017

Enquiries should be directed to Human Resources Department at 047 401 6400

### Admin Centre:

**218 Mthatha Road, Private Bag X 3018, Butterworth, 4960**

**Tel: 047 401 6400, Fax: 047 401 6431**

**Email: [info@kinghintscollege.edu.za](mailto:info@kinghintscollege.edu.za)**

**[www.kinghintscollege.edu.za](http://www.kinghintscollege.edu.za)**



higher education  
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Department:  
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