



VACANCY BULLETIN

**Tshwane University
of Technology**

We empower people

**Positions- Seasonal Workers X 57
Department Of Campus Protection Services
Faculty Of Operations
All Campuses
Ref: 25/L09**

The Department of CPS, Faculty of Operations, requires the services of Seasonal Workers at All TUT Campuses.

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/Core functions:

- Production of access/identification cards.
- Loading of cards and other consumables onto printers.
- Assisting students with registration information whilst in the queue for access cards.
- Managing and controlling student queueing for access cards.
- Issuing safety tips pamphlets to students whilst in the queue.
- Taking care of all hardware and consumables used to produce access cards.
- Categorise information for both students and staff on the Babylon system.
- Check and verify the authenticity of university documents presented by students.

Minimum requirements:

Academic qualifications:

- National Senior Certificate (Matric)

Experience:

- 1 year in a computer-related experience

Registration with a professional body (if applicable)

- N/A

Women and people with disabilities are encouraged to apply.





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Skills:

- Interpersonal skills
- Communication skills
- Client services skills
- Computer Literacy

Send CV and application form to: Interested candidates must submit their detailed CVs to: MatlouMP@tut.ac.za for **Polokwane Campus**.

Send CV and application form to: Interested candidates must submit their detailed CVs to: sehularotm@tut.ac.za for **Mbombela Campus**.

Send CV and application form to: Interested candidates must submit their detailed CVs to: SebeshoRC@tut.ac.za for **Soshanguve Campus**.

Send CV and application form to: Interested candidates must submit their detailed CVs to: MakondoSM@tut.ac.za for **Giyani Campuses**.

Send CV and application form to: Interested candidates must submit their detailed CVs to: ChaukeK@tut.ac.za for **Pretoria West, Arts and Arcadia Campuses**.

Send CV and application form to: Interested candidates must submit their detailed CVs to: MosomaHM@tut.ac.za for **Ga- Rankuwa Campus**

Send CV and application form to: Interested candidates must submit their detailed CVs to: SamuelK@tut.ac.za for **Emalahleni Campus**

Closing Date : 28 November 2025

Enquiries : Mr P Mokoti – 012 382 5024

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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