



VACANCY BULLETIN

Directorate: Student Affairs and Extracurricular Development
Department: Extracurricular Development
Projects Coordinator (Part-time Position)
Ga-Rankuwa Campus
REF: 26/L32

The Department of Extracurricular Development has Part-time positions (*from 01 July 2026 to 31 December 2026*) for **Project Coordinator Ga-Rankuwa Campus**

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

Critical Performance Areas

- Assist in planning and implementing student extracurricular programs and events (e.g., choir, debate, cultural dance, drama, etc.).
- Develop and maintain project timelines, checklists, and deliverables for various activities.
- Assist in coordinating logistics for student activities, including venue booking, materials preparation, and communication with participants.
- Ensure proper execution of events and competitions in line with institutional standards.
- Assist in liaising with other departments, student bodies, and external partners to ensure effective collaboration on projects.
- Track project progress and provide regular updates and reports to the directorate.
- Maintain accurate records of activities, budgets, and feedback for future planning and improvement.
- Support training and coordination of student ambassadors and volunteers.
- Provide guidance and administrative support to student leaders involved in organising activities.
- Assist in promoting events through digital platforms, posters, and student networks.
- Encourage student participation and engagement in extracurricular programs.
- Assist in providing general administrative assistance such as minute-taking, scheduling meetings, managing emails, and document preparation.



Minimum requirements:

1. Academic qualifications:

- A National Senior Certificate or equivalent

2. Experience:

- A minimum of one year's proven experience in coordinating student development programmes, projects, or activities within the Student Affairs and Extracurricular Development environment at Tshwane University of Technology, with demonstrated leadership and stakeholder engagement skills.

3. Other requirements:

- Available to work during office hours, after hours, and on weekends.
- Able to work at least 19 hours per week

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

Enquiries: Dr Nдавheleseni Albert Mbada Tel: 012 382 6616

Closing Date: 23 June 2026

Include: Certified copy of your highest qualification, a certified copy of your ID, and a completed TUT application for employment form

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 appoint.** It is the intention of the University to promote representatively in respect of race, gender and disability through the filling of these posts. Preference will be given to candidates from the designated groups.

