



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



DEPARTMENT: STUDENT SUPPORT SERVICES

TEMPORARY PLACEMENT ADMIN CLERK AT WELKOM CAMPUS. (Month to Month basis)

SALARY: R142 461.00 (Month to month contract)

REFERENCE NO: GTVETC 19/03/2017

Diploma /18 months internship program in Management assistant /Marketing/Human Resources Management and experience in work placement environment. Working knowledge and understanding of the TVET College landscape and its student support framework and administrative skills. Good communication (verbal and written), negotiation and networking, reporting, presentation and facilitation skills. Ability to work under pressure and meet deadlines. Advanced computer skills in MS Excel and MS Word and PowerPoint.

DUTIES: Plan and support the work placement process of graduates across the College. Organise work placements and support students in the work placement process. Conduct placement visits to monitor the progress of students, and deal effectively with any issues/concerns that may arise. Ensure the orientation and induction of interns and host employers so that they understand the work placement process, the level of support available and are fully equipped to undertake successful work placement. Support the development and maintenance of a database of appropriate host employers and industry links. Monitor the progress of work placement throughout the college. Attend work placement meetings with various stakeholders when necessary. Communicate effectively with interns, host employers, SETAs and various stakeholders on the work placement progress.

Enquiries: Mr.I.J.Peters at 057 910 6005

All application must be submitted on the Z83 application for employment form obtainable from the Campuses. Applications must be accompanied by original certified copies of formal and informal qualifications, identity document and detailed C.V. and quote the relevant reference number on application forms and on the envelope forward the application form to the address indicated in the advertisement. Please note that incomplete, Faxed, Email and late application forms will not be considered. Only shortlisted candidates will be contacted. No CV's will be returned.

The College/department reserves the right to withdraw any of the advertised posts at any time depending on the need.

The Acting Principal: Goldfields TVET College, Private Bag X95, WELKOM 9460 OR by hand: 36 Buren Street, Central Office (Flamingo park) WELKOM

Enquiries: HR Department at 057 910 6000

CLOSING DATE FOR APPLICATIONS 23 March 2017

GOLDFIELDS TVET COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER