



CAREER OPPORTUNITIES: INTERNAL AND EXTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the following 1 year fixed term contract.

Post Description	Placement Clerk
Post Level	SL5
Salary Notch	Minimum R181 599 per annum plus benefits
Post reference	PLC/CO/24/2023
Centre	Central Johannesburg TVET College
Minimum Requirements	<ul style="list-style-type: none"> - Minimum Requirements The candidate must have passed Grade 12 certificate, NCV Level 4 or equivalent qualification. A recognized three (3) year National N Diploma (NQF Level 6) in Management Assistant, Public Management/Administration, or equivalent qualification. At least two (2) years' work experience in student support environment. Knowledge of Occupational Qualification will be an advantage. Ability to write reports, Knowledge of budgeting and HR Functions. Knowledge of Project Management, Public Finance Management Act, the CET Act 16 of 2006, OQSF (Occupational Qualification Sub-framework) as amended, Skills Development Act 97 of 1988 as amended and NQF Act related regulations. Knowledge of Word, Excel, Access, Power Point presentation.
Core duties and responsibilities	<ul style="list-style-type: none"> - Duties: Assist with the implementation of student work placement and Work Integrated Learning (WIL) policies. Administration, Induction/ Orientation, Coordination and Recruitment of NATED, NCV and occupational programmes' students for Work- Based Learning Programmes. Assist with the provisioning of student support services and placement assessment. Assist with the facilitating the placement of students. Administration of the learners Timesheets and stipend payments. Capturing and updating learner data on Performance Report Workbook. Uploading learners on College MIS and SETA indicium. Administer the SMME's and Entrepreneurship responsibilities. Assist with the conducting job readiness training programme. Assist with the liaising with commerce, industry and other relevant. Assist with the maintenance of employer and student placement database. Assist with the development quality electronic report and statistics. Assist with the monitoring at the workplace and evaluation of work placement practice. Assist with the conducting of work based assessment for students. Assist with the Accreditation document compilation for QCTO and Seta's. Attend SETA Meetings and report to the Senior Placement Officer

Enquiries	<ul style="list-style-type: none"> - Mr. MB Khakhu on (011) 351 6000
Applications instruction	<ul style="list-style-type: none"> - Applications must be submitted using the following link: https://forms.gle/mkp9opVLnEkEsBG1A accessible in the Central Johannesburg TVET College website. - APPLICATIONS: All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The Z83 Application Form must indicate a) the relevant reference number, b) name of the post, c) be fully completed and duly signed. The Z83 Application Form must be accompanied by detailed recently updated CV with three (3) references (provide their contact number and email addresses), copies of all qualifications, including academic records/transcripts, SACE certificate, Driver's License and ID document. These documents must be on a PDF format. - The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest, to disclose a membership of board and Directorship that may be associated with. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date. - The Central Johannesburg TVET College is an equal opportunity employer. - All applications must reach the College on or before the closing date: 31 March 2023 at 16:00