LOVEDALE
TVET COLLEGE

Lovedale TVET College invites suitably qualified, innovative, results-oriented and self-driven candidates to apply for the following positions in terms of the CET Act, 2006 as amended.

Post: **Administrative Officer (Work Integrated Learning)**
Contract: **12 Months (1 Year contract)**
Ref: **H10/2017**
Salary Notch: R 211 194 (SL7)

Requirements: A Bachelor's degree or Diploma in Social Science or any other relevant equivalent qualification ● Extensive report writing and presentation skills ● Well-developed research and planning skills ● Awareness of business support programmes that are offered by agencies, organized businesses, NGOs and state owned entities to local businesses ● Facilitation and communication skills ● Networking skills ● Computer literacy. ● A valid driver's license

Key Performance Areas: Ensure that all exiting and NC(V) L3 students are placed successfully at formal workplaces ● Lead the process of recruiting host employers for WIL ● Ensure relevant placement of all NATED (Report 191) students in order that they obtain the correct qualification ● Manage the process of coordination, monitoring and evaluation of students in placement ● Ensure the tracking of graduates and capturing of data on Coltech ● Manage student job placement database ● Build and submit extensive statistical reports of placement to all relevant stakeholders ● Prepare all exiting students for job-readiness ● Manage clerks: WIL at campuses ● Consult and collaborate with all LTVET programme heads and student placement officers ● Coordinate placement of Lovedale academic staff at relevant workplaces for practical experience ● Secure SETA funding for support of college placement ● Manage the SETA/College payment of stipends of placed students ● Represent LTVET at the EC Provincial Skills Development Forum ● Lead the LTVET placement committee.

Post: **Administrative Clerks (Work Integrated Learning) X 2**
Contract: **12 Months (1 Year contract)**
Ref: **H11/2017**

Salary Notch: R142 461 (SL5)

Requirements: Grade 12/NC(V) Level 4 Certificate in Management Assistant/N6 Certificate in Management Assistant ● One year experience in student placement ● Computer literacy ● A valid driver's license will be an advantage

Key Performance Areas: Ensure that all NC(V) L3 and exiting students are placed at suitable workplaces for relevant work-based experience and exposure ● Complete all administrative work/record keeping to support the WIL Admin Officer ● Assist in sourcing relevant workplaces for the placement of exiting and NC(V) Level 3 students ● Place students at relevant and accredited workplaces ● Visit, monitor, assess and report (log/task books) on the progress of placed students ● Assist students to apply for the National Diploma ● Disseminate placement information to students to maintain and update campus databases and feed the central database ● Organize orientation and induction workshops for placed students ● Assist administratively in visiting, monitoring and evaluation of placed learners ● Prepare campus reports on student placement for the WIL Placement Officer

Closing date: 10 March 2017

Enquiries: Mr Z Chola at 043 604 0707

Applications: Please indicate the reference number and position you are applying for on your application form (Z83) and attach your certified copies of qualifications, ID and Driver's license. Failure to comply with these instructions will disqualify your application from being processed. Post your complete application to: The Deputy Principal: Corporate Services, Lovedale TVET College, Private Bag 7403, King William's Town, 5600 OR hand-deliver to Headquarters Reception, Lovedale TVET College,1 Amatola Row, King William's Town.

Note: All costs incurred due to your application and interviews will be at your own expense ● No faxed or e-mailed applications will be accepted ● Due to the large number of applications we envisage receiving applications will not be acknowledged and correspondence will only be conducted with short-listed candidates ● If you have not been contacted within 3 months of the closing date, please consider your application unsuccessful.

Lovedale TVET College is an equal opportunity employer and reserves the right not to make an appointment.