



Lovedale TVET College invites suitably qualified, innovative, result-orientated and self-motivated candidates to apply for the following vacancy:

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Post:           Learnership Clerk x 2  
Contract:       12 months  
Ref:             H12/2017  
Salary Level:  5  
Salary Notch:  R152 862 Plus 37% in lieu of Benefits

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**Requirements:** Diploma/Certificate in Public Admin/ HRD/Human Resources • Management Assistant or other equivalent qualification • Computer Literacy • valid code 08 driver's license • A PDP will be an advantage. Relevant experience in administrative duties • Good report writing and communication skills. • Ability to work well with people on all levels and as part of a team • Willingness to travel and to work outside normal working hours when necessary • Good organizational skills • Personal flexibility and ability to take the initiative when necessary.

**Key Responsibilities:** • Assist learners in completing their Learnership agreements and registration documents • Verify correctness of learner agreement contracts • Uploading of learner results on college and SETA database • Collection and submission of forms for facilitators, assessors and moderators • Collection and distribution of learner documents and information • Assist in developing monitoring tools and monitor learners during placement. • Visiting of placement sites when necessary • Handle SETA-related queries after certification • Assisting with portfolio development and maintenance • Oversee completion of log sheets • Develop necessary documentation • Attend regular meetings with supervisors • Any other relevant and reasonable duties as requested by supervisor.

**Closing Date: 09 June 2017**

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**Enquiries:** Mrs N Lotter 043 6040 750/ Ms N Mjonono 043 6040 727

**Applications:** Please indicate the reference number and position you are applying for on your application form (Z83). Failure to comply with these instructions will disqualify applications from being processed. Post your complete application with certified copies of your qualifications, ID copy, Driver's license with stamp not older than 3 months and a comprehensive CV 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.***