



MOPANI TVET COLLEGE
"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani Technical and Vocational Education and Training College has a temporary vacancy for dynamic results driven, innovative and sound communicative individuals to join Corporate Centre in Phalaborwa Town.

RE- POST: Placement Officer x Contract

REF NO: CC1/11/2024

SALARY NOTCH: R R308 154 – R362 994 per annum

REQUIREMENTS: Grade 12/ NC(V) Level 4 Certificate/ N6 Certificate. A minimum of two (2) years' experience in employment services or Administration environment. National Diploma or bachelor's degree in marketing management or business administration or public management or Public Relations or equivalent qualification will be an added advantage. Knowledge of employment services market. Knowledge of PSET and CET Act. Knowledge of Public Prescripts. Knowledge of DHET policies and industrial operation. Computer literacy. Knowledge of TVET sector/ Public sector. Good communication skills.

DUTIES: Facilitate the placement of students. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholder. Maintain the student tracking system. Maintain and update employer and placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work-based assessment for students.

POST: Secretary x 2 Contract

Salary Notch: R216 417 – R254 928 per annum

REF: CC2/11/2024

Requirements: An appropriate National Diploma or bachelor's degree in office administration/ management assistant/Secretarial or relevant qualification. Knowledge

of office administration and administration principles, Batho Pele principles, and advanced typing skills, good telephone etiquette, customer relations, analytical skills, communication (both verbal and written) skills. Computer literacy (MS Word, MS Excel, MS Power Point, and Internet), interpersonal and report writing skills.

Duties: Keeping the manager's diary up-to-date and scheduling events for the office. General administrative duties and organizing the office, i.e. receiving client and visitors. Making arrangement for business meetings and venues. Managing correspondences. Establishing and maintaining a filing system. Ensure that documents adhere to the set norm and standard. Ensure that all information needed for internal control is obtained. The implementation of proper office management, control, and administrative systems.

REQUIRED DOCUMENTS: Fully completed New Z83 form indicating the correct reference number, detailed CV, certified copies of qualifications, ID and Driver's licence.

NB: Foreign applicants should attach the following documents: **SAQA EVALUATION CERTIFICATE, QUOTA WORK PERMIT AND POLICE CLEARANCE.**

SUBMIT APPLICATIONS TO: The Principal, Mopani TVET College, Private Bag x 01024, Phalaborwa, 1390, or hand deliver the applications to Cnr Combretum and Haarlem Street, Phalaborwa, 1390.

Should you not receive a correspondence from us within two months after closing date, consider your application as unsuccessful. The College reserves the right to withdraw any advertised post at any time as well as the right to verify the qualifications of the recommended candidates prior to issuing of the offer of employment. Applicants are discouraged from sending applications through registered mail as the College will not be responsible for the non-collection of the applications sent through registered mail.

CLOSING DATE: 05 December 2024 AT 12:00

Enquiries: Mr Mhlongo FA on 015 781 5721/5.