



**LEPHALALE TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING POSITIONS:**

**Post: General Administration Clerk: Student Support Services SL5 - Ref: leptvet 16/2022, - Central Office R176 310 per annum plus benefits - Permanent (Persal Appointment)**

#### **Minimum Requirements:**

\*Senior Certificate/ National Senior Certificate or NCV Level 4 Certificate plus a recognized National Diploma/ Degree in Office Management and Technology/ Office Administration/ Public Management/ Management Assistant or equivalent qualification at NQF Level 6/7. \*Qualification in Social Science or Psychology will be an added advantage. \*Two (2) years working experience in Student Support Administration environment or related field. \*Knowledge of PSET and CET Act. \*Knowledge and understanding of electoral processes. \*Knowledge of Teaching and Learning \*Knowledge of career guidance and extra-curricular activities. Knowledge of National Student Financial Aid Scheme legislation \*Experience in participation of sports, arts and cultural activities will be an added advantage. Computer literacy certificate/ computer as a subject. \*A valid driver's licence.

#### **Responsibilities:**

\*Assist in providing the student support services. \*Assist in implementing student work place and Work Integrated Learning (WIL) policies. \*Render administrative services on career guidance, counselling and academic support for students. \*Assist in implementing the sport, recreation, arts and culture programs for students in the campus. \*Render administrative services for student governance, student leadership and exit support programme.

**NB: All applications must be forwarded to The Principal, Lephalale TVET College, Private Bag X210, Lephalale, 0555 or be hand delivered to Lephalale TVET College (Central Office), Corner Nelson Mandela and Ngoako Ramathodi Drives, Onverwacht, Lephalale, 0557. Applications must be submitted on a new Z83 Form (duly completed and signed) obtainable on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a comprehensive CV, copies of qualifications (including matriculation & academic record(s), Identity Document and Driver's Licence where applicable. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). It is our intention to promote representivity (race, gender and disability) through the filling of these positions. If you do not receive any response within (3) three months after the closing date of this advertisement, kindly accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ study verification and previous employment verification). Applications received after the closing date will not be considered.**



**Enquiries:** Mr PM Mphethi / Ms MN Morena – 014 763 2252 Extension 220/221.

**Lephalale TVET College reserves the right to withdraw any of the above positions.**

**CLOSING DATE: 12 DECEMBER 2022 @16h00.**