



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: Administration Clerk: SL5 - Ref: leptvet 12/2022 – Lephalale Campus R176 310 per annum plus benefits - Permanent (Persal Appointment)

Requirements:

*Grade 12 or NCV Level 4 plus a recognized Degree/ National Diploma in Office Management and Technology/ Public Management or Management Assistant at NQF Level 6.

*At least one (1) year relevant work experience. *Knowledge and understanding of Coltech System. *Knowledge of TVET Sector will be an added advantage. *Must have good communication skill (verbal and written), Customer service skill. *Ability to work independently and under pressure.

Responsibilities:

*Process applications of new and returning students. *Enroll students. *Update students' data on Coltech System. *Capture and control assessments and absenteeism on Coltech System. *Compile weekly and monthly reports. *Liaise with students and Head of Departments (HoDs) on frequent basis. *Assist with audit requests. *Provide general administration support in the Section. *Perform any other duties delegated by the Supervisor.

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 and must be accompanied by a comprehensive CV and copies of qualifications (including matriculation & academic record(s), Identity Document and Driver's Licence where applicable to be submitted by only shortlisted candidates. 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: 21 OCTOBER 2022 @13h00.