



LEPHALALE TVET COLLEGE

For Technical And Vocational Education & Training

Central Office
Cnr Nelson Mandela & Ngoako Ramathodi Drives
Private bag X210
Lephalale 0555

Tel: 014 763 2252
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Email: principal@leptvetcol.edu.za
Web: www.lephalaletvetcollege.edu.za



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

LEPHALALE TVET COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES TO PARTICIPATE IN THE FOLLOWING INTERNSHIP PROGRAMME.

**Internship - Career Development Officers x 5. Ref: leptvet09/2018.
Stipend: R5 000.00 per month. Duration: 12 months contract**

Requirements:

- Grade 12 Certificate plus a relevant Degree/ Diploma, preferably in Psychology or Career Guidance.
- Good communication skills (both written and oral)
- Organisational skills
- Time management skills
- Interpersonal relations
- A good team player and must also have a good knowledge of Microsoft Suite including Ms Word, Excel, PowerPoint and Outlook (e-mail and internet).

KEY PERFORMANCE AREAS:

- The incumbent will be expected to provide career guidance to the students
- Assist in facilitating and providing counselling to peers and individual students
- Assist in coordinating SRC training and providing guidance to the Centre on administration matters
- Assist in administering Disciplinary Committee Training for students and ensuring compliance with Students Disciplinary Policy
- Assist in implementation of Student Wellness Programme at Centre Level
- Assist the students with placement tests as to ensure that they are successfully enrolled.

CLOSING DATE: 20 July 2018 @ 12:00.

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 Drive, Onverwacht, Lephalale, 0557.

Submit a Z83 form (Application for Employment in the Public Service obtainable from any Government department), and a comprehensive CV accompanied by certified copies (not older than three months) of qualifications and ID copy. Please quote the relevant reference number. No faxed or e-mailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skill/knowledge test. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful.

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

Enquiries: Mphethi Potego /Sibiya Zandile – 014 763 2252 Extension 220/1

LEPHALALE CAMPUS
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