



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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2023-08-08

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MCJ/mc

## APPLICANTS ARE INVITED TO APPLY FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

<b>POSITION</b>	<b>: PLACEMENT CLERK ( RE-ADVERTISEMENT)</b>
<b>SALARY LEVEL</b>	<b>: 05</b>
<b>SALARY</b>	<b>: R216 417.00 P/A</b>
<b>COLLEGE APPOINTMENT</b>	<b>: 1 YEAR CONTRACT</b>
<b>CENTRE</b>	<b>: KWETLISONG CAMPUS</b>
<b>REFERENCE</b>	<b>: MALUTI TVET/PLACEMENT/KWE033/2024</b>

### MINIMUM REQUIREMENTS

National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. 3 Years National Diploma/Degree in Business Administration/Business Management. Unendorsed valid drivers licence.

### RECOMMENDATION

Be able to work under pressure. Be customer orientated. Attention to detail and excellent organizational skills. Good communication skills (written and oral). Computer Literacy (MS word, MS Excel and MS Power point). Knowledge about SETAs may be an added advantage.

### DUTIES

Applying for discretionary grants from various funders on behalf of the college. Ensure the orientation and induction of interns and host employers so that they understand the work placement process, the level of support available and are fully equipped to undertake successful work placement. Organise work placement and support students in the work placement process. To organise and attend placement visits to monitor progress of students and deal effectively with any issues/concerns that may arise. To assist with work placement correspondence and telephone enquiries internally and externally. Implementing student work readiness programs including resume writing, interview preparation workshops. Organizing group networking events for all partners, students, businesses and stakeholders. Maintaining a current database of employers and student placements. Writing reports and assisting with internships and experiential program processes and procedures.

Applications must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za). The Z83 form must be signed. Initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide

date and particulars of registration” – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College’s intention to promote equity (race, gender and disability) through the filling of this posts.

**NB:** Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert. Applicants who previously applied for the post are encouraged to re-apply.

**NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED**

All applications should be posted or hand delivered to:

Human Resource Management  
Maluti TVET College: Corporate Office OR  
Private Bag X 33  
BETHLEHEM  
9700

Human Resource Management  
Maluti TVET College: Corporate Office  
Corner High & Broster Street  
BETHLEHEM  
9700

**Enquiries: - Ms TP Mathipe/Ms NJ Ntsela - Tel: 058 303 1732**

**Closing Date: 18 April 2025 @13:00pm**