

Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00
<u>POST 31/26</u>	:	PLACEMENT CLERK Nature of Appointment: Permanent
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Central Office (Malutivet/PlacementCEN001/2025) Corporate Office (Malutivet/PlacementCORP002/2025)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/ Standard 10/NCV Level 4 3 Years National Diploma/Degree in Management Assistant, Office Management or Business Management. Minimum of 1-year experience in the administration of projects. Valid driver's license; Competencies and attributes: Be able to work under pressure. Be customer orientated. Attention to detail and excellent organizational skills. Good communication skills (written and orally). Computer Literacy (MS Word, MS Excel and MS Power point). Knowledge of SETA's may be an added advantage.
<u>DUTIES</u>	:	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 placements and support students in the work placement process. To organise and attend placement visits to monitor the progress of students and deal effectively with any issues/concerns that arise. To assist with work placement correspondence and telephone enquiries internally and externally. Implementing student work-readiness programs including resume writing, interview preparation workshops, etc. 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 internship and experiential program processes and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr GD Mokoena Tel No: (058) 303 1732 All applications should be posted, hand delivered or emailed to: Human Resource Management Human Resource Management Maluti TVET College: Corporate Office or Maluti TVET College: Corporate Office Private Bag X33, Corner High & Broster Street, Bethlehem, 9700 Email applications can be forwarded to this email address: Hrrecruitment@malutivet.co.za
<u>NOTE</u>	:	Applications quoting the relevant reference number 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.malutivet.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 submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication