



ORBIT TVET COLLEGE

ORBIT TVET COLLEGE INVITES SUITABLE CANDIDATES TO APPLY FOR THE CAREER DEVELOPMENT OFFICERS' INTERNSHIP OPPORTUNITIES. THE COLLEGE INTENDS TO APPOINT FIVE (05) CAREER DEVELOPMENT OFFICER INTERNS IN COLLABORATION WITH ETDPSETA AS FOLLOWS:

| NUMBER OF INTERNS | REF NO. | CAMPUS/SITE |
|--------------------------|----------------|--------------------|
| 2 | ORB21/2018 | RUSTENBURG CAMPUS |
| 2 | ORB22/2018 | MANKWE CAMPUS |
| 1 | ORB23/2018 | BRITS CAMPUS |

Requirements: Suitable Candidates must –

- Have a National N Diploma /3 years National Diploma/ 3 years Degree in Human Resources Management
- Be between 22 - 35 years
- Be South African Citizens
- Be able to work extra hours, i.e. weekends and holidays when requested
- Be computer literate and have good communication skills

Duties and Responsibilities: The Career Development Officers will be responsible for –

- Providing career guidance to prospective and registered students.
- Administering of selection and placement tests.
- Providing students with career development services such as job readiness sessions, CV writing skills sessions, exam and study skills preparation, entrepreneurship development sessions and information regarding articulation into Universities and Universities of Technology.
- Assisting in tracking and tracing of graduates and maintaining a database thereof.
- Participating in the induction sessions of students.
- Assisting the College in promoting programmes and courses at schools, community meetings and during career exhibitions.
- Assisting the Academic Support Officer in placing students for experiential training.
- Facilitating ETDPSETA events as requested by Provincial Office.

Stipend

Payment of the stipend will be informed by the ETDPSETA Grants Disbursement Policy as per Suitable Candidates' qualifications.

Duration

12 months fixed term contract

Closing date

05 October 2018

To apply please submit:

A cover letter/application letter stating the position that you are applying for

A recently updated comprehensive CV

Certified copies (not older than three months) of all qualifications with academic transcripts and ID document.

Applications must be forwarded to: Human Resources Management Unit, ORBIT TVET College, Private Bag X82096, Rustenburg, 0300 or be hand-delivered at ORBIT TVET College (Central Office), Fatima Bhayat Street, Rustenburg.

Preference will be given to ORBIT TVET College graduates.

For any enquiries kindly contact Ms ML Mahuma at 014 597 5540.