

**WATERBERG FET COLLEGE, INVITES QUALIFIED
AND EXPERIENCED CANDIDATES TO APPLY FOR
THE FOLLOWING POSTS TO BE FILLED
ACCORDING TO THE FET ACT NO.16 OF 2006
(as amended by the FET Amendment Act 3 of 2012)**



**WATERBERG
FET COLLEGE**
Together ensuring success

**Ref: WFC 2012/42-45 Student Support Assistants x 4
Salary Level 4 (College paid)**

Ref: WFC 2012/42 IT and Computer Science Centre (Mahwelereng)

Ref: WFC 2012/43 Business Studies Centre (Mahwelereng)

Ref: WFC 2012/44 Engineering and Skills Training Centre (Lebowakgomo)

Ref: WFC 2012/45 Central Office (Mokopane)

Requirements:

REQV 13 or equivalent qualification * Two years experience in Student Support administration * Knowledge of FET Sector * Computer Literate.

Duties and Responsibilities:

Assist with the administration of the Student Support Services * Support in the administration of CAP Test * Compile reports based on CAP Test results * Compile lists of students who require academic support as identified through CAP Tests and refer them accordingly * Compile progress reports on the Remedial programmes and submit to the Student Support Officers at Centres * Support the Student Support Officers/Manager with the administration of bursaries.

**Ref: WFC 2012/46-48 Remedial Facilitators x 3
Part Time (College paid)**

Ref: WFC 2012/46 IT and Computer Science Centre (Mahwelereng)

Ref: WFC 2012/47 Business Studies Centre (Mahwelereng)

Ref: WFC 2012/48 Engineering and Skills Training Centre (Lebowakgomo)

Requirements:

Retired Mathematics teachers or final year students majoring in Maths * Good Communication Skills * Computer Literate * Tutoring experience will be an added advantage.

Duties and Responsibilities:

Introduce a Remedial academic support programme for *Mathematics and Mathematical Literacy* at the College delivery sites * Facilitate the Remedial academic support programme * Compile progress reports on remedial interventions of student's performance * Liaise with Lecturers and Student Support Officer * Manage and monitor appointed Tutors * Record keeping * Perform other duties as assigned.

PLEASE NOTE THE FOLLOWING:

The above mentioned applications should be submitted on a **Z83 form** obtainable from all Public Service Departments, accompanied by a detailed CV and certified copies of all qualifications, ID and Driver's License. * Applicants must please see to it that they use the reference number allocated to the post. * Faxed or e-mailed applications **will not be** considered. * Communication will only be entered into with short-listed candidates and the successful applicant. * If you have not heard from the College within a month of the closing date, you should consider your application as unsuccessful.

APPLICATIONS SHOULD BE FORWARDED TO:

Postal Address:

The CEO, Waterberg FET College, Postnet Suite# 59, Private Bag X2449,
MOKOPANE, 0600

Hand Delivery:

The CEO, Waterberg FET College, 36 Hooge Street, MOKOPANE, 0601

CLOSING DATE FOR SUBMISSIONS: Monday, 3 December 2012

Enquiries: Mr. LF Mpebe, Tel no: 015 - 491 8581/8602