

**WATERBERG FET COLLEGE INVITES QUALIFIED AND EXPERIENCED
CANDIDATES TO APPLY FOR THE FOLLOWING POST TO BE FILLED
ACCORDING TO THE FET ACT NO.16 OF 2006**



Student Support Officer

Salary Scale: R114,136 – R256,410

Ref 2011/04: Student Support Officer (Business Studies Centre - Mahwelereng)

REQUIREMENTS:

REQV 13 or Equivalent qualification * At least two years experience in Student Support Services
* Knowledge of the FET Sector * Any counseling training or certificate will serve as an added advantage
* Computer Literate * Valid Driver's license.

DUTIES AND RESPONSIBILITIES:

Provide Career guidance to students * Facilitate and provide counseling to peer and individual students
* Provide information to students with regard to bursaries made available by donor organisations
* Manage Centre SRC training and provides guidance to the Centre on administration matters
* Facilitate extra-mural activities and students involvement in Community programmes * Manage
Disciplinary Committee training for students and ensures compliance with Students Disciplinary Policy
* Ensure implementation of Student Wellness Programme at Centre level * Administer all bursaries.

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:

The CEO	OR	The CEO
Waterberg FET College		Waterberg FET College
36 Hooqe Street		Postnet Suite # 59
Mokopane		Private Bag X 2449
Limpopo Province		Mokopane
		0600

Due to ongoing internal process, the College reserves the right to verify the qualifications of every recommended
candidate prior to the issuing of an offer of employment * No correspondence will be allowed between the applicants
and any of the employees of the College.

CLOSING DATE FOR SUBMISSIONS: 21 February 2011

Enquiries: Mr. Jack Tema, Tel no: 015 - 491 8581/8602

Waterberg FET College is an equal opportunity employer.