



**APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED PEOPLE FOR THE FOLLOWING MOTHEO TVET COLLEGE, DEPARTMENTAL PERMANENT POSITIONS:**

**INSTRUCTIONS TO APPLICANTS:** Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of all qualifications (a transcript of results must also be attached), driver's license where indicated, identity document and a complete CV. (Separate application for every vacancy. **Applicants are requested to complete the Z83 form in full and the reference number of the post must be indicated.** Qualification certificates must not be copies of certified copies and should not be older than 3 months. Candidates who possess foreign qualifications and /or short course certificates must take it upon themselves to have their qualifications evaluated by the South African Qualification Authority(SAQA), and must attach proof of the level of their qualification, after evaluation. The onus is on the applicant to ensure that their applications are posted or hand delivered timeously as no applications received after the closing date will be considered. No E-mailed or faxed applications will be considered.

**PLEASE FORWARD APPLICATIONS TO:**

**THE PRINCIPAL  
MOTHEO TVET COLLEGE  
C/o ALIWAL & St GEORGES STREETS PRIVATE  
BAG X20509  
BLOEMFONTEIN  
9300**

For the attention of Mr. BE Majoro

**Closing date for applications is: 14 July 2017 at 12h00. (No late applications will be accepted)**

**APPLICANTS ARE RESPECTFULLY INFORMED THAT IF NO NOTIFICATION OF APPOINTMENT IS RECEIVED WITHIN 4 MONTHS OF THE CLOSING DATE THEY MUST ACCEPT THAT THEIR APPLICATIONS WERE UNSUCCESSFUL.**





<b>POST</b>	:	<b>RESTAURANT MANAGER</b>
<b>REFERENCE NO</b>	:	<b>MOT/111/BN/2017</b>
<b>SALARY LEVEL</b>	:	<b>8</b>
<b>CENTRE</b>	:	<b>BLOEMFONTEIN CAMPUS</b>
<b>SALARY</b>	:	<b>R281, 418.00 PER ANNUM</b>

## MINIMUM JOB REQUIREMENTS:

- Matric plus three years relevant qualification in Hospitality
- Three years' experience in the catering/chef /restaurant industry

## RECOMMENDATIONS:

- Excellent interpersonal skills for diplomatically handling of staff and customers.
- Sound knowledge and insight into the relevant legislation, policies and procedures governing the industry.
- Strong written and oral communication skills for managing business administration and personnel matters.
- Extensive management, administrative and organisational skills.
- Experience in policy development and experience in the implementation of Quality Management System.
- A valid driver's licence

## DUTIES:

- To oversee and manage all areas of the restaurant and make decisions on matters of importance to guest service.
- Training and supervising staff employed at the Restaurant.
- Managing the Restaurant budgets.
- Planning menus and ensuring compliance with licensing, hygiene and health and safety legislations / guidelines.
- Promoting and marketing the business to become self-sustainable
- Overseeing stock levels and ordering supplies for all practical classes and events.
- Handling customer enquiries, complaints and taking reservations.
- Liaise with lecturing staff to utilise students in the restaurant for in-training experience
- To work extended hours may be required depending on the operational hours of the restaurant.

**Enquiries: Mrs SE Odendaal**  
**Contact: 051 411 2000**





**POST : ASSISTANT DIRECTOR: INFRASTRUCTURE**  
**REFERENCE NUMBER : MOT/112/CNT/2017**  
**SALARY LEVEL : 9**  
**CENTRE : CENTRAL OFFICE**  
**SALARY : R334, 545.00 – R404, 121.00 PER ANNUM**

## POST REQUIREMENT

- Matric plus three years relevant qualification in Infrastructure
- 5 years' experience in Infrastructure Management and 3 years' should be at supervisory level

## RECOMMENDATIONS:

- Computer literacy...
- Knowledge of budgetary planning, expenditure reporting, monitoring and evaluation.
- Knowledge of infrastructure planning and implementation.
- Inspection of work done by contractors.
- Proven skills in respect of report writing and ability to make decisions.
- Knowledge of PFMA, Departmental procedures and prescripts.
- Ability to work independently and under pressure without compromising team results.
- A valid driver's licence

## DUTIES:

- Assist in the development and implementation of policy / practices pertaining to maintenance.
- Supervise the day-to-day maintenance for Motheo TVET College by staff or contractors.
- Assist with the development and monitoring of the maintenance budget.
- Develop reports and attend management meetings.
- Supervise and develop maintenance staff.
- Negotiate with vendors, outsourcers, and contractors to secure network products and services.
- Assess, approve, and administer all equipment, hardware, and software upgrades.
- Manage and ensure effectiveness of security solutions, including firewalls, anti-virus solutions, and intrusion detection systems.

**Enquiries: Mrs MDM Phutsisi (PRINCIPAL)**  
**Contact: 051 406 9300**





# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **SPORTS OFFICER**  
**REFERENCE NUMBER** : **MOT/0012/CLR/2017**  
**SALARY LEVEL** : **5**  
**CENTRE** : **CENTRAL OFFICE**  
**SALARY** : **R152, 862.00 – R180, 063.00 PER ANNUM**

## MINIMUM POST REQUIREMENTS:

- Grade 12 or NCV Level 4
- Any relevant post Matric qualification will be an added advantage

## RECOMMENDATIONS:

- Should have 1-2 years' experience in TVET sector.
- Sound knowledge on Student Support Service Framework; FETC Act of 2006
- Knowledge and understanding of all offerings of College Programs
- Sound communication; interpersonal and problem solving skills.
- Competency in computer applications on (Excel; PowerPoint, MS Word).
- A valid driver's license preferably C1 (Code 10)
- Public Drivers Permission (PDP) will be an added advantage

## DUTIES:

- Plan and draw budget for the section in Arts and Culture
- Ability to manage, organize, promote all relevant Sports events and balance between sport and Academic
- Managing and taking care of all the equipment
- Arrange College students' participation; inter sports competition and all other related activities as per National Student Support Service Framework
- Know all Program offerings in the College
- Ability to write reports to the supervisor
- Establishing partnerships with external stakeholders on facilities; Associations in sports and Government Departments
- Organize trainings in sports and First Aid
- Have the ability to conduct Team sport; Individual sport and Traditional games and Sports
- Must be willing to work extra hours when required to do so

**Enquiries: Mrs MJ Lethole**  
**Contact: 051 406 9307**



Central Office | Bloemfontein Campus | Hillside View Campus  
Tel: 051-406 9300 | Tel: 051-411 2000 | Tel: 051-409 3300

Thaba 'Nchu Campus | Botshabelo Campus | Zastron Campus | Koffiefontein Campus  
Tel: 051-873 5200 | Tel: 051 813 9010 | Tel: 051 813 9012 | Tel: 051 813 9011



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**POST : BURSARY OFFICERS (3 POSTS)**  
**REFERENCE NUMBER : MOT/113/CLR/2017**  
**SALARY LEVEL : 5**  
**CENTRE : CENTRAL OFFICE**  
**SALARY : R152, 862.00 – R180, 063.00 PER ANNUM**

### MINIMUM POST REQUIREMENTS

- Grade 12
- Any relevant post Matric qualification will be an added advantage

### RECOMMENDATIONS

- Computer literacy
- Competency in written and verbal communication
- Knowledge of secretarial duties

### DUTIES:

- Capturing of all applications on student bursary & loans system
- Capturing all NSFAS contracts and claims by September each year
- Assist students with filling of bursary contracts and interpretation of bursary / loan conditions
- Support the bursary officers and Assistant Managers as required
- Check invoices for book and meal vouchers and forward to Manager for approval
- Correspondence between the office and students
- Ensure an excellent customer service for staff and students

**Enquiries: Mrs MJ Lethole**  
**Contact: 051 406 9307**





# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **PLACEMENT ADMINISTRATION OFFICER**  
**REFERENCE NUMBER** : **MOT/009/CLR/2017**  
**SALARY LEVEL** : **5**  
**CENTRE** : **CENTRAL OFFICE**  
**SALARY** : **R152, 862.00 – R180, 063.00 PER ANNUM**

## MINIMUM POST REQUIREMENTS:

- Grade 12 or NCV Level 4
- Any relevant post Matric qualification will be an added advantage

## RECOMMENDATIONS

- Knowledge and understanding of the TVET sector and its student support framework and administrative skills.
- Have extensive knowledge on National Guidelines of Work Integrated Learning, understanding all SETA processes with reference to placement of learners.
- Good communication (verbal and written), negotiation and networking, reporting, presentation and facilitation skills.
- Ability to work under pressure and meet deadlines.
- Advanced computer skills in MS Excel and MS Word and PowerPoint.

## DUTIES:

- Plan and support the work placement process of graduates across the College.
- Organize work placements and support students in the work placement process.
- Conduct placement visits to monitor the progress of students, and deal effectively with any issues/concerns that may arise.
- 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.
- Support the development and maintenance of a database of appropriate host employers and industry links.
- Arranging preparations for Work Readiness workshops and issuing Work Log-books to students.
- Monitor the progress of work placement throughout the college.
- Attend work placement meetings with various stakeholders when necessary.
- Communicate effectively with interns, host employers, SETAs and various stakeholders on the work

**Enquiries: Mrs MJ Lethole**  
**Contact: 051 406 9307**



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**POST** : **FACILITIES AND MAINTENANCE OFFICER**  
**REFERENCE NUMBER** : **MOT/020/BFN/2017**  
**SALARY LEVEL** : **3**  
**CENTRE** : **BLOEMFONTEIN CAMPUS**  
**SALARY** : **R107, 886.00 PER ANNUM**

### MINIMUM POST REQUIREMENTS

- Grade 12 or Higher

### RECOMMENDATIONS:

- Organizational skills
- Communication skills verbal and written
- Ability to work independently
- Ability to work under pressure

### DUTIES:

- Maintain professional working relationship with suppliers and contractors.
- Responsible for a wide range of skilled internal and external repair and maintenance work to the premises of the College.
- To work effectively and efficiently from a planned maintenance program to carry out scheduled repairs aligned to trade skills.
- To maintain a computerized facilities "help desk" database with the ability to effectively and efficiently assess work requests
- Responsible for reporting and recording any potential safety hazards e.g. damaged electrical fitting, trip hazards etc.
- Assist in risk assessing work practices and working areas within the premises of the College and advice on potential methods of overcoming them.
- Assist in energy saving initiatives recommending ways to reducing energy consumption in the building.

**Enquiries: Mrs S Odendaal**  
**Contact: 051 411 2004**





<b>POST</b>	<b>:</b>	<b>SIGN LANGUAGE INTERPRETER (1 BFN CAMPUS &amp; 2 HILLSIDE VIEW CAMPUS)</b>
<b>REFERENCE NUMBER</b>	<b>:</b>	<b>MOT/200/BFN/2017 AND MOT/201/HSV/2017</b>
<b>SALARY LEVEL</b>	<b>:</b>	<b>7</b>
<b>CENTRE</b>	<b>:</b>	<b>BLOEMFONTEIN &amp; HILLSIDE VIEW CAMPUSES</b>
<b>SALARY</b>	<b>:</b>	<b>R226, 661.00 – R266, 943 PER ANNUM</b>

**POST REQUIREMENTS:**

- A three or four year's appropriate qualification and sign language and interpreting as modules. Experience in the field of being an Interpreter or sign language educator will be an added advantage.

**RECOMMENDATIONS:**

- Understanding the Code of Ethics of being an interpreter
- An understanding of the Deaf Culture
- Specialized skills in working with children and children with special needs
- Basic literacy and communication skills

**DUTIES:**

- In-class interpretation and transliteration services using sign language communication for the deaf.
- Interprets from the deaf and hard of hearing student's contributions, reports or discussions to the instructor and hard of hearing students questions directed to the instructor.
- May provide transcribing services in class i.e. what is said in classrooms by Lecturers and class discussions
- Assists with providing for the deaf and hard of hearing student's communication needs including arrangements and access to visual aids.
- Prepare for classes by reading and becoming familiar with technical vocabulary and content.
- Stay abreast of new developments and techniques in the interpretation field by attending workshops, literature, legislation and technology.

**Enquiries: Mrs S Odendaal (BFN CAMPUS)**

**Contact: 051 411 2004**

**Enquiries: Mr C McCrae (HILLSIDE VIEW CAMPUS)**

**Contact: 051 409 3300**







<b>POST</b>	:	<b>CLEANER POST</b>
<b>REFERENCE NUMBER</b>	:	<b>MOT/114/TBN/2017</b>
<b>SALARY LEVEL</b>	:	<b>2</b>
<b>CENTRE</b>	:	<b>THABA NCHU CAMPUS</b>
<b>SALARY</b>	:	<b>R90, 234.00 – R106, 290 PER ANNUM</b>

## POST REQUIREMENTS:

ABET certificate/ Grade 8 or higher

## RECOMMENDATIONS:

- Basic knowledge of general hygiene practices
- Knowledge of cleaning products and applications
- Ability to use a variety of cleaning equipment and products
- Basic literacy and communication skills

## DUTIES:

- Proper cleaning of toilets, equipment, offices, College property and assets
- Ensure effective use of cleaning materials and equipment
- Clean the reception area and offices on a daily basis
- Empty dustbins daily and dispose of all refuse appropriately in the refuse bins for collection
- Collect paper waste in the specially marked bins for collection by the Recycling Company
- Check bathrooms twice a day and clean accordingly
- Dust office furniture timeously
- Vacuum all carpets at least twice per week
- Clean windows on the inside at least quarterly on a rotational basis
- Store all cleaning equipment and products neatly in the designated cupboards on each floor or classrooms
- Provide assistance in the preparation of meetings in the boardroom.

**Enquiries: Mr JF Du Toit**  
**Contact: 051 873 5200**





**POST** : **GARDENER POST**  
**REFERENCE NUMBER** : **MOT/115/TBN/2017**  
**SALARY LEVEL** : **2**  
**CENTRE** : **THABA NCHU CAMPUS**  
**SALARY** : **R90, 234.00 – R106, 290 PER ANNUM**

## MINIMUM POST REQUIREMENTS:

ABET certificate/ Grade 8 or higher

## RECOMMENDATIONS:

- Knowledge of gardening equipment and appliances
- Knowledge of lawn care process.
- Knowledge of the pruning and trimming process and techniques.
- Knowledge of daily maintenance procedures for efficient machine/equipment performance.
- Knowledge of garden maintenance and planting practices.

## DUTIES:

- Ensure the cleanliness of campus grounds.
- Care for established lawns by mulching, aerating, weeding, grubbing, trimming and edging around flower beds, walks and lawns.
- Maintain existing grounds/gardens by caring for sod, plants and trees.
- Maintain and repair tools, equipment and structures such as buildings, fences and benches using hand and power tools.
- Provide proper upkeep of sidewalks, driveways, parking lots etc.
- Gather and remove litter.
- Plant and transplant flowers, trees and lawns.
- Rake and mulch leaves, irrigate plants and lawns.
- Sweeping parking lots, walkways and grounds.
- Landscaping of the whole campus.

**Enquiries: Mr JF Du Toit**  
**Contact: 051 873 5200**





**POST** : **LECTURERS (2 Posts)**  
**POST LEVEL** : **1**  
**SALARY** : **REQV 13- R185, 768.00 PER ANNUM**  
**REQV 14- R245, 700.00 PER ANNUM**

**MINIMUM REQUIREMENTS FOR ALL THESE POSTS:**

A three year teacher qualification and specialization in the specific subject field, and must include appropriate training as educator.

**RECOMMENDATIONS:**

- Must be able to work under pressure.
- Excellent communication skills.
- Must be able to work independently
- Willingness to travel to attend meetings and trainings.
- Computer Literacy.

**DUTIES:**

- Assist with the registrations of students and students induction procedures.
- Planning of classroom work.
- Prepare and deliver lectures to students as per work plan.
- Manage own class attendance records, assessments, tests and year marks and all related duties.
- Maintain discipline among students.
- Prepare and manage POAs and POEs.
- Report on monthly basis to the Senior Lecturer on the prescribed format.
- Liaise with students and parents.

**HILLSIDEVIEW CAMPUS**

<b>FITTING AND TURNING</b>	<ul style="list-style-type: none"> <li>• Fitting and Turning Level 2-4</li> <li>• Engineering Technology Level 2-4</li> </ul>	Ref no.: MOT/116/HSV/2017
<b>INFORMATION TECHNOLOGY IN PROGRAMMING</b>	<ul style="list-style-type: none"> <li>• Introduction to System Development Level 2</li> <li>• Principles of Computer Programming Level 3</li> <li>• Computer Programming Level 4</li> </ul>	Ref no.: MOT/117/HSV/2017

**Enquiries: Mr C McCrae**  
**Contact: 051 409 3300**





**ERRATUM ON SUPPORT AND LECTURING STAFF POSTS AT CENTRAL OFFICE,  
BLOEMFONTEIN CAMPUS AND ZASTRON SATELLITE**

Please be informed that the posts mentioned below that were advertised on Express and Mangaung Issue Newspapers dated 19 April 2017 and on Motheo TVET College Website were erroneously advertised and are amended as follows:

**(Candidates who submitted their applications are advised not to re-apply for the posts)**

**BLOEMFONTEIN CAMPUS**

FACULTY/ UNIT	SUBJECTS AND REQUIREMENTS	REF. NUMBER
Visual Art & Design	N4 – N6 Graphic Design and Graphic processes N5 – N6 History of Art	MOT/BFN/001/2017
Disability unit: Experience to work with sight impaired students is a requirement	N4 – N6 Computer Practice N4 – N6 Information Processing Mathematics literacy is an added advantage	MOT/BFN/002/2017
Visual Art & Design	N4 Introductory Jewelry and/or Graphic Design, Printmaking and Drawing N4 Entrepreneurship	MOT/BFN/003/2017
Business Studies	N4 – N6 Tourism Operations N4 – N6 Tourist Destinations	MOT/BFN/004/2017

**ZASTRON SATELLITE**

FACULTY/ UNIT	SUBJECTS AND REQUIREMENTS	REF. NUMBER
Business Studies	Intro Accounting, Economics, Financial Accounting N4 – N6	MOT/ZAS/001/2017
	Computer Practice, Entrepreneurship & Business Management N4 – N6	MOT/ZAS/002/2017





# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST** : **ARTS AND CULTURE OFFICER**  
**REFERENCE NUMBER** : **MOT/005/CLR/2017**  
**SALARY LEVEL** : **5**  
**CENTRE** : **CENTRAL OFFICE**  
**SALARY** : **R152, 862.00 – R180, 063.00 PER ANNUM**

## MINIMUM POST REQUIREMENTS

- Grade 12 or NCV Level 4
- Any relevant post Matric qualification will be an added advantage

## RECOMMENDATIONS

- Should have 1-2 years' experience in TVET sector.
- Sound knowledge on Student Support Service Framework; FETC Act of 2006
- Knowledge and understanding of all offerings of College Program
- Sound communication; interpersonal and problem solving skills.
- Competency in computer applications on (Excel; PowerPoint, MS Word).
- A valid driver's license preferably C1 (Code 10)
- Public Drivers Permission (PDP) will be an added advantage

## DUTIES

- Ensure that students are empowered with the knowledge on Cultural Heritage of South Africa
- Plan and draw budget for the section in Arts and Culture
- Ability to manage, organize, promote all relevant Cultural events
- Knowledge of all program offerings in the college
- Arrange College social activities for students on: Choral Choirs, Debating; Public Speaking; Dancing; Plays; Women's day; Youth day; curious culture day; Religious activities and all other related activities as per National Student Support Service Framework
- Conduct community outreach programs
- Ability to evaluate and write reports to the supervisor
- Must be willing to work extra hours when required to do so

**Enquiries: Mrs MJ Lethole**  
**Contact: 051 406 9307**



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Department:  
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MOTHEO TVET COLLEGE

**POST : SPORTS OFFICER**  
**REFERENCE NUMBER : MOT/0012/CLR/2017**  
**SALARY LEVEL : 5**  
**CENTRE : CENTRAL OFFICE**  
**SALARY : R152, 862.00 – R180, 063.00 PER ANNUM**

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- Competency in computer applications on (Excel; PowerPoint, MS Word).
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## DUTIES:

- Plan and draw budget for the section in Arts and Culture
- Ability to manage, organize, promote all relevant Sports events and balance between sport and Academic
- Managing and taking care of all the equipment
- Arrange College students' participation; inter sports competition and all other related activities as per National Student Support Service Framework
- Know all Program offerings in the College
- Ability to write reports to the supervisor
- Establishing partnerships with external stakeholders on facilities; Associations in sports and Government Departments
- Organize trainings in sports and First Aid
- Have the ability to conduct Team sport; Individual sport and Traditional games and Sports
- Must be willing to work extra hours when required to do so

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REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**POST : PLACEMENT ADMINISTRATION OFFICERS (2 posts)**  
**REFERENCE NUMBER : MOT/009/CLR/2017**  
**SALARY LEVEL : 5**  
**CENTRE : CENTRAL OFFICE**  
**SALARY : R152, 862.00 – R180, 063.00 PER ANNUM**

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## RECOMMENDATIONS

- Knowledge and understanding of the TVET sector and its student support framework and administrative skills.
- Have extensive knowledge on National Guidelines of Work Integrated Learning, understanding all SETA processes with reference to placement of learners.
- Good communication (verbal and written), negotiation and networking, reporting, presentation and facilitation skills.
- Ability to work under pressure and meet deadlines.
- Advanced computer skills in MS Excel and MS Word and PowerPoint.

## DUTIES:

- Plan and support the work placement process of graduates across the College.
- Organize work placements and support students in the work placement process.
- Conduct placement visits to monitor the progress of students, and deal effectively with any issues/concerns that may arise.
- 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.
- Support the development and maintenance of a database of appropriate host employers and industry links.
- Arranging preparations for Work Readiness workshops and issuing Work Log-books to students.
- Monitor the progress of work placement throughout the college.
- Attend work placement meetings with various stakeholders when necessary.
- Communicate effectively with interns, host employers, SETAs and various stakeholders on the work

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