

	basic numeracy, accuracy, people management, communication, problem solving, planning, and organising skills.
<u>DUTIES</u>	: Render financial accounting transactions. Receive invoices, check correctness, verification, and approval. Process invoices (capture payments). Perform salary administration support services. Perform bookkeeping support services. Capture all financial transactions and clear suspense accounts. Provide support in the administration of debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Assist in administration and controlling of petrol cards and college car bookings. Assist with the coordination of bursary allocations. Performing bank reconciliations. Administer the ordering of stationery and textbooks to students. Record issued stock. Administer asset management services. Assist with managing of all asset movement within the College. Capturing and recording of all physical movable and immovable) assets in the physical asset management registers.
<u>ENQUIRIES</u>	: Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
<u>APPLICATIONS</u>	: Please hand deliver your application or email it to adminfinance2025@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Please take note that shortlisted candidates may be subjected to competency assessment. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	: 05 December 2025 at 12:00
<u>POST 43/67</u>	: <u>STUDENT SUPPORT LIAISON OFFICERS (X2 POSTS)</u>
<u>SALARY</u>	: R325 101 per annum (Level 07), plus benefits
<u>CENTRE</u>	: Randfontein Campus Ref No: RFT/SSLO/04 Westonaria Site Ref No: WESTONARIA/SSLO/05
<u>REQUIREMENTS</u>	: Matric/Grade 12 Certificate plus a recognised Degree in psychology/Social Science/ Social Work or any other relevant qualification. Must have a minimum of 2 to 3 years work experience in Student Support Services and administration in a teaching and learning environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge and understanding of Student Support Services Framework. Knowledge of career guidance and extra-curricular activities. Must have knowledge of Ethical regulatory and legislative framework, Public Service Regulations, Public Service Act, National Student Financial Aid Scheme, and other related legislation. Should have good communication, administrative, report writing, problem solving, people management, presentation, project management, team leadership, planning and organising skills.
<u>DUTIES</u>	: Provide student support services at the college. Manage the pre-induction and induction of students at the Campus. Prepare weekly and monthly reports. Provide psychosocial support to students. Assist with academic support plan for students. Address socio-economic students matters appropriately including substance and alcohol abuse and other related matters. Conduct home visits when necessary and interview/counsel students and other relevant stakeholders to identify contributing factors associated with low attendance concerns. Support students by establishing and delivering absence reduction programmes. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies and entrepreneurship programmes. Provide career guidance, counselling, and

academic support for students. Desk. Implement the sport, recreation, arts, and culture programs for student in the Campus. Implement the disability desk. forge partnerships with different stakeholders. Facilitate student governance and student leadership development and exit support programmes. Implement the tracking program for the students.

**ENQUIRIES
APPLICATIONS**

- : Mr P Motai Tel No: (011) 692 4004, Ext. 1010/1061/1062
- : Please hand deliver your application or email it to sslo2025@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

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