

POST 2 : **PLACEMENT OFFICER**
SALARY : **R308 154 PER ANNUM PLUS BENEFITS (SL7)**
DURATION : **PERMANENT**
CENTRE : **ADMIN CENTRE (REF NO: AC2/1/25)**
Email Address : **placement225@ikhala.edu.za**

MINIMUM REQUIREMENTS: Grade 12 Certificate, (NCV) Level 4 or equivalent with an appropriate 3/4 Degree/National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. Minimum of 2-3 years relevant experience. Computer Literacy. Valid driver's license.

KNOWLEDGE & SKILLS: Employment service market, PSET and CET Act, Public Service prescripts, Industrial operation, Identification of opportunities in the market, Labour Market, Opportunity linkages with industries. Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Placement

DUTIES: Facilitate the placement of students; Conduct job readiness training programmes. Liaison with commerce, industry/workplace, and other relevant stakeholders, Maintain the student tracking system, Maintain and update employer and student placement database. Develop quality electronic report and statistics, Monitoring and evaluation of work placement practices, Conduct student work-based assessment.