

VACANCY: STUDENT LIAISON AND ADMINISTRATION OFFICER

The above vacancy exists at Denel Technical Academy

(Fixed Term Contract - the successful candidate will be based in Mahikeng for the duration of the contract)

Denel is an Employment Equity employer that gives preference to suitable candidates who add to the diversity of the company. All applications meeting the requirements will be considered, but preference will be afforded to members of the designated groups (previously disadvantaged groups).

KEY PERFORMANCE AREAS:

General Office duties:

- Prints and distribute new students contracts (SLAs) to Training Practitioners;
- Check students contracts against the student checklist for accuracy;
- Update student files with personal information and input information on the system ;
- Submit student SETA registration documents to the main campus;
- Handle queries related to apprentice application information;
- Verify department's consumables;
- Monitor the issuing of stationery;
- File all students enrolment documentation (contracts, achievements and certificates);
- Keep records of reported incidents and upload on the system;
- Provide statistical feedback reports to the HOD
- Register visitors during open day
- Liaise with the accommodation facility regarding student accommodation queries

Management of Students database:

- Capture manual apprentice applications
- Download electronic apprentice applications for screening
- Send SMS, email or telephone applicants requesting outstanding application information/documents
- Send applications to the Head of department for approval
- Invite applicants for interviews and assessments
- Assist in conducting interviews
- Record applicants assessments on the system
- Prepare letters for successful applicants, attach registration information to and distribution thereof
- Prepare regret letters and distribution thereof
- Compile files for successful students per trade
- Upon arrival, verify applicants personal information/documents
- Distribute and ensure SLAs or students contracts are signed
- Coordinate HR related documentation for students

QUALIFICATIONS AND EXPERIENCE

- Grade 12
- 2 years office administration experience
- 2 years previous experience as a student Liaison Officer
- Knowledge of screening applications
- Telephone Etiquette
- MS Office (Word, PowerPoint and excel)

JOB RELATED PERSONAL ATTRIBUTES

- Good communication skills oral and written;
- Ability to work alone;

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- Attention to detail;
- Flexibility and adaptability;
- Deadline driven

CLOSING DATE:

12 May 2017

INTERESTED PARTIES SHOULD APPLY AS FOLLOWS:

Internal applicants:

Please go to the [Denel Aeronautics intranet](#). Click on [HR](#) and then [vacancies](#). Please note that you will be required to complete an [internal application form](#) before your application can be processed.

Please note that you will be required to complete an [internal application form](#) before your application can be processed. The internal application form and cv can be forwarded to Zodwa Simela at email address Zodwa.Simela@denel.co.za.

We thank all applicants for their interest; however, only those under consideration will be contacted.



Performance

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PERFORMANCE | INTEGRITY | INNOVATION | CARING | ACCOUNTABILITY