
ADVERTISEMENT

To:	All Staff	From:	Melissa Anthony
Department:	All Departments	Department:	HR Department
Campus:	All Campuses	Campus:	Central Office
Subject:	Vacancy – Student Liaison Officer	Date:	22 April 2022

**STUDENT LIAISON OFFICER
(ACADEMIC SUPPORT)
CENTRAL OFFICE – STUDENT SUPPORT SERVICES DEPARTMENT**

SALARY RANGE: R 261, 372 – R 307, 890 per annum (plus access to benefits)

**OPEN VACANCY
[Ref. 40/04/2022]**

MINIMUM REQUIREMENTS:

- Three (3) year Diploma or Degree in the field of Educational Psychology/ Education/ Counselling.
- Relevant working experience in a Training and Development field within the Education sector.
- Bilingual (English plus Afrikaans or Xhosa)
- Computer Literate. (MS Office: Word and Excel, etc)
- Valid Driver's Licence.
- One (1) year experience within a TVET College. (Recommendation)
- Must be professional, have good interpersonal, good presentation, good communication and above average planning and organizing skills.

DUTIES:

- Responsible for the implementation, co-ordination and monitoring of academic support intervention programmes on a campus.
- Conduct analysis to identify and define the academic skills requirements of the TVET College/Student.
- Conduct orientation training and develop systems to improve academic intervention programmes.
- Identify and compile academic intervention strategies, reports and provide advice.
- Guidance in terms of career paths.
- Monitor and evaluate the impact of academic interventions on the campus.
- Liaise with relevant stakeholders and management at campus level.
- Any relevant duties as requested by College Management.

- **Applications:** Applicants must submit their CV, originally certified copies (not older than 3 months) of all qualifications, Academic Transcripts/ Statement of results, Identity document, Valid Driver's Licence (if applicable) and 2 recent contactable references. Please note that a passport or Drivers Licence will not be accepted in lieu of Identity Document. All applicants must submit a duly signed new Z83 form (view on the Northlink College website www.northlink.co.za) to the Human Resource Department: e-mail: Careers1@northlink.co.za by no later than **20 May 2022 at 12h00. Applicants will be subjected to a criminal background check as well as the verification of qualifications.**
- Please ensure that you clearly state the relevant post reference number on your application. Failure to attach the requested documents and incomplete applications will not be considered.

Enquiries: 021 – 9709019



Northlink College is a designated employer in terms of the Employment Equity Act. Appointments will be made according to the Employment Equity plan of the institution. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.

• **Belhar Campus**

Tel: 021 952 2113 • Fax: 021 952 6694

• **Bellville Campus**

Tel: 021 951 2231 • Fax: 021 951 3967

• **Goodwood Campus**

Tel: 021 591 3181 • Fax: 021 592 2493

• **Parow Campus**

Tel: 021 931 8238 • Fax: 021 931 8244

• **Protea Campus**

Tel: 021 946 2250 • Fax: 021 949 0886

• **Tygerberg Campus**

Tel: 021 524 2200 • Fax: 021 524 2300

• **Wingfield Campus**

Tel: 021 591 9207 • Fax: 021 592 3923