



DEPARTMENT OF CO-OPERATIVE EDUCATION

Vacant Position : Placement Officer

INTERNAL/EXTERNAL APPLICATIONS ARE INVITED FROM INTERESTED PERSON(S) FOR THE UNDERMENTIONED POST.

Minimum Requirement:

- M+ 4 years related qualification
- 1 year of experience in a placements of WIL student and graduates
- 3 years of experience in a tertiary environment
- 3 years of experience with Driving Licence

Additional Recommendations:

Sound knowledge of relevant administrative systems Computer proficiency in MS Office and other related software
Proficiency in English and communication skills – verbal/written Be a team player
Excellent at organisation skills and attention to details
Excellent problem solving and decision making
Excellent at customer service delivery
Experience with documentation for accreditation.
Placement Officers play significant roles of being public relations officers, counsellors, customer advisors and supporters including leading, managing and administering the placements on behalf of Co-operative Education Unit.

Summary of Duties:

As part of the Departmental, lending the necessary support to the HOD, staff, students as well as industry partners regarding the following:

- Placing students and graduates in industry for WIL and work experience as well as factory visits.
- Communications with industry persuading them to employ our students for WIL.
 - Strengthen collaborations with existing industry partners
 - Facilitate the resolution of conflicts in the workplace between the student and Industry Partner
 - Attending to student queries and assisting them with their difficulties (in some cases these are at a personal level).
- Responds efficiently and promptly to all queries/requests for delivery, whether written, verbal or telephonic.
- Maintains sound relationships with staff, colleagues and students and contributes to team effort and ensures personal and professional self-development:
- Any other duties as assigned to by the line manager or representative as delegated.

The position is advertised for only South African candidates.

Position status : Temporary {12 Months}

Publication : Internal/External

To Apply: Please send your CV, copies of ID and Qualifications to Ms Shireen Singh – Email: Singh_S@dut.ac.za

Communication will be entered into with short-listed candidates only.

Please quote “Placement Officer” in the e-Mail

subject line. Closing date: 17th April 2023

“While DUT strives for equal opportunities, preference will be in terms of the University’s equity policy”
“The University reserves the right not to appoint”