



EMPLOYMENT OPPORTUNITY

STUDENT AFFAIRS CLERK

Robin Trust is a registered NPO (based on a Christian ethos) offering health care and related services, with the Head Office located in the Oude Molen Eco Village, Pinelands, and Cape Town. We provide sub-acute hospitalisation, frail and dementia (Alzheimer's) residential care, training to both home based carers and nurses as well as community health care services through our "Community care @ home" programme.

We have a vacancy for a well-spoken and organised candidate to fill the role of **Student Affairs Clerk** to join our team based in Pinelands and reporting to the Head of College.

Responsibilities of the role include:

Student administration including but not limited to;

- Student recruitment, selection and orientation.
- Knowledge regarding SANC training requirements including student registration and completion of training records and Adherence to all the above.
- Liaison with clinical placement areas.
- General office administration including library management, graduations, record keeping, inventory, printing and text book suppliers.
- Liaison with finance on student fees.

To be considered for the role, you'll need:

- SANC registered EN or ENA
- At least 2 years' work experience gained in the relevant sector.
- Intimate knowledge of SANC legal training requirements policies, particularly with regards to examinations and registration process.
- To be well versed with the internal operations of a nursing college.
- Attention to detail.
- Fully computer literate (e.g. MS Word, Pastel, and Excel)
- Excellent communication skills.
- To be conversant in Xhosa a strong recommendation.

Should you wish to be considered for the role, please submit your CV to: hr@robintrust.com

The closing date for applications will be **13 March 2018**

Further correspondence will only be entered into with candidates under consideration for the role.

Should you not hear back from us within 15 working days of the closing date, please consider your application as unsuccessful.

See our website www.robintrust.com for more information on our organisation.