



Boitjhorisong Resource Centre NPO

Vacancy: Career Guidance Information Officer

Strategically located between Zamdela and Sasol Sasolburg Operations, Boitjhorisong Resource Centre (BRC) a Non-Profit Organisation and accredited Science Centre, exists to promote and upgrade the teaching of and level of scholastic achievement in Science and Mathematics within target schools. BRC requires the services of an enthusiastic professional and highly motivated individual to join their team as a Career Guidance Information Officer. The Career Guidance Information Officer will work together with the Career Guidance Practitioner and provide beneficiaries with information about career choices and how to access relevant career paths, thus enable them to make informed career related decisions.

Job Specification

Key Responsibilities:

- Provide basic information to students on career, educational institution, learning programme, financial aid, labour market, job availability and career trending.
- Collate, evaluate and assimilate career related information and refer beneficiaries to various sources
- Work together with the Career Guidance Practitioner to plan and organize learner empowerment sessions, career events and workshops.
- Schedule career guidance sessions, maintain client records and handle administrative tasks such as emails and documentation.
- Provide timely reporting to stakeholders

Qualifications & Experience:

- Occupational certificate in Career Development Information
- 1-2 years of experience in career services, preferably in a Science Centre and/or NPO.
- Office Administration or a related field will be an advantage
- A valid driver's licence

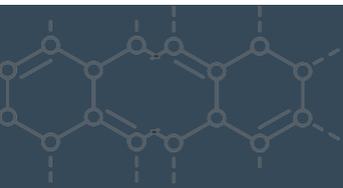
Skills & Competencies:

- Self-mastery, Good communication skills, interpersonal skills, relationship management, people management and conflict management skills
- Strong organizational and administrative skills as well as ability to multitask.
- Project Management capability and Business acumen
- Good command of English and report writing skills

Vaal Education Trust t/a Boitjhorisong Resource Centre

Trust Registration: IT 1488/91 (IT); Non-Profit Organization: 049-189-NPO
Telephone +27 (0)16 150 0969 . <https://brcsa.org/>; Eric Louw Street, PO Box / Posbus 2002, Sasolburg, 1947, South Africa

Trustees: Ms RM Nqubane (Chairman), Mr VC Cwane (Secretary and Treasurer), Dr VH Chuta, PI Kennon and JS Peek
Centre Manager: Dr N Xaba



- Critical reasoning, ability to conduct root cause analysis, problem solving and continuous improvement process

The Ideal Candidate:

- Have a natural ease in dealing with people.
- Is passionate about learning and able to demonstrate in an Edutainment style for 21st century learner
- Vibrant and conveys ideas with drive, conviction, and passion.
- Must be able to use technology
- Should be a supporter of lifelong learning, always seeking to update personal skills and keeps abreast with modern trends and methods.

How to Apply:

Email your cover letter and CV/resume detailing your relevant experience, with the certified copies of your qualifications to: admin@brcsa.org before 21 March 2025, with the subject: **Career Guidance Information Officer.**

No hand delivered applications will be accepted.

Correspondence will only be conducted with short-listed candidates.

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