



GERT SIBANDE TVET COLLEGE COUNCIL INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT POSTS

INTERNSHIP PROGRAMME

(Ref no. GSC 46/2019), **Skills Academy:** Administration and Reception Intern
(Ref no. GSC 47/2019), **Skills Academy:** Fleet and Assets Intern
(Ref no. GSC 48/2019), **Skills Academy:** Finance Intern

Minimum requirements: • Graduates with NCV L4/N6 Management Assistant, Business Studies or equivalent qualification. Must be conversant with MS Office computer packages to participate in the internship programme. The programme aims to expose unemployed youth graduates to workplace practices in order to maximise their chances of being employed. Only graduates between the ages of 18 to 35 are legible to apply.

Competencies: •Good computer skills •Office Administration •Problem solving skills •Communication skills (verbal and written) •Report writing skills •Knowledge of PFMA and all legislation pertaining directly and indirectly to financial implications.

An intern will be paid a stipend of **R 3 500.00** per month.

Enquiries: Ms M Swart

Tel. 017 714 1594 (during office hours)

Note: •Applications must be accompanied by a fully completed and officially signed **Z83** form, a comprehensive CV and originally certified copies of all qualification, academic records, ID document and valid driver's licence not older than 3 months, together with at least three contactable work-related references •Application **Z83** form is available on our website, www.gscollege.co.za or DPSA website •Failure to submit the requested documents will result in your application not being considered •No faxed or emailed applications will be accepted •Applicants should submit separate applications where more than one post is applied for •Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard •The College reserves the right to verify any information received in applications •Late and incomplete applications will not be considered •Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate •Communication will be entered into with successful candidates only •Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful •Post reference number should be indicated on the application •The College reserves the right to withdraw any position at any time.

Closing 18 April 2019 at 14:00

Applications must be forwarded to: The Principal/CEO, Gert Sibande TVET College, P.O. Box 3475, Standerton, 2430 or for attention Manager Acting HR: Mr JM Manana, Human Resources.

GERT SIBANDE COLLEGE IS COMMITTED TO ESTABLISHING A DIVERSE WORKFORCE; THEREFORE, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM THE DESIGNATED GROUPS, ESPECIALLY WITH REGARD TO RACE, GENDER AND DISABILITY.