



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

Requirements and Duties can be found from college website:

www.gscollege.co.za

CLASSROOM ASSISTANT (24 MONTHS CONTRACT)

•(Ref no. GSC 45/2018), **Balfour Campus**

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.

An intern will be paid stipend of R3733.75

Competencies: •Good computer skills •Office Administration •Problem solving skills •Communication skills (verbal and written) •Report writing skills •Knowledge of TVET sector.

Enquiries: Ms ZZ Beku

Tel. 017 200 0785 (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 date: 22 MAY 2019 at 15:30

Applications must be forwarded to: The Principal/CEO, Gert Sibande TVET College, P.O. Box 3475, Standerton 2430 or for attention Acting Manager HR: Mr JM Manana, Human Resources or may be placed in the application container located at the reception: Gert Sibande TVET College, 18a Dr Beyers Naude Street, Standerton.

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.

VISION: To be the leading college brand in South Africa
www.gscollege.co.za
