



Letaba Technical and Vocational Education and Training College



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2018/19 STUDENTS INTERNSHIP PROGRAMME

Letaba TVET College invites unemployed South Africans who are between the ages of 18-35 to apply for the **2018/19** Internship Programme. **APPLICATIONS:** Please forward your application, quoting the Reference Number to: The Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or Hand deliver at: 1 Claude Wheatley Street, Tzaneen, Reception area. Successful candidates will receive a stipend of **R 2 500.00** per month for N6 Interns.

CLOSING DATE: 21 June 2018, Time: 13h00.

ENQUIRIES: Mr MF Ramalepe

TELEPHONE:015 3075440

CONDITIONS: Applications must be accompanied by an Application Letter, a comprehensive CV, certified copies of qualifications and an Identity Document. Candidates must not have previously served as Interns in the Public Service. Correspondence will be limited to successful candidates only. Applications received after closing date and those which came through fax or email will not be considered.

Preference will be given to former Letaba TVET College students and People with disabilities.

UNIT / FIELD OF EXPOSURE	QUALIFICATION	DURATION	REFERENCE
<u>Marketing and Communications (10 post)</u> <ul style="list-style-type: none"> Assist with coordinating marketing campaign activities Assist with developing marketing strategy in line with the college objectives Assist with managing all the marketing activities for the College 	N6 : Marketing Management	18 Months	LET/26/06//2018
<u>Management Assistant and Administration (13 posts)</u> <ul style="list-style-type: none"> Provide project support Provide summaries of reports Record management and data capturing Assist in the arrangement of meetings and projects Take the mites during the meeting 	N6: Management Assistant	18 Months	LET/27/06//2018
<u>Business Management (10 Posts)</u> <ul style="list-style-type: none"> Assist with the financial activities Perform reconciliation Assist with the preparation for the payment of salaries, Service Providers etc Perform financial administrative duties Perform business management activities 	N6: Business Management	18 Months	LET/28/06/2018
<u>Human Resource Administration, Management & Development (10 posts)</u> <ul style="list-style-type: none"> Administering and processing of HR related transactions Coordinate Recruitment and Selection processes such as capturing applications, arranging shortlisting and interviews Assisting with leave administrations Sorting documents and filing them 	N6: Human Resource Management	18 Months	LET/29/06/2018