



Letaba Technical and Vocational Education and Training College



CENTRAL OFFICE
1 Claude Wheatley Street
Private Bag X4017
TZANEEN 0850
Tel: (015) 307 5440/3955
Fax: (015)3072204
E-mail: centraloffice@letcol.co.za

GIYANI CANPUS
Private Bag X9570
GIYANI 0826
Tel: (015) 812 3221/0354
Fax: (015) 812 1270
E-mail: giyanicampus@letcol.co.za

MAAKE CAMPUS
Private Bag X4035
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Tel: (015) 355 3429/30
Fax: (015) 355 4138
E-mail: maakecampus@letcol.co.za


TZANEEN CAMPUS
P O Box 192
TZANEEN 0850
Tel: (015) 307 4438
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E-mail: tzaneencampus@letcol.co.za

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 and a stipend of **R 2 250.00** will be paid to NCV level 4 Interns.

CLOSING DATE: 3 April 2018, Time: 13h00.
ENQUIRIES: Mr SD Sebela/ Mr P Mokhonazi
TELEPHONE: 015 3075440

CONDITIONS: Applications must be submitted on a Z83 form obtainable from any Public Service Department and must be accompanied by 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. These interns will be placed at Central Office, Giyani Campus, Maake Campus and Tzaneen Campus.

 **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 (1 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	LET01/2018
<u>Corporate Services (4 posts)</u> <ul style="list-style-type: none"> Perform delegated administrative duties from time to time in the unit. Perform generic front office management and reception services. Assist with filing, binding of documents, records management and other ad-hoc administrative functions. 	NCV level 4: Office Administration	12 Months	LET02/2018
<u>Financial Services (5 posts)</u> <ul style="list-style-type: none"> Provide financial and administrative support to projects. Processing of expenditure transactions; processing of debts transactions; Payroll management; Cash flow and budgeting. 	NCV level 4: Finance, Economics and Accounting	12 Months	LE/03/2018
<u>Supply Chain Management (2 post)</u> <ul style="list-style-type: none"> Assist with orders, travel and accommodation reservations, logistics, transit, receiving of requisitions, sourcing of quotations, selecting suppliers from CSD (Central Supplier Database). Filling of Supply Chain Management documents. 	NCV level 4: Finance, Economics and Accounting	12 Months	LET04/2018
<u>Academic Services (6 posts)</u> <ul style="list-style-type: none"> Provide project support Provide summaries of reports Record management and data capturing 	N6: Management Assistant	18 Months	LET05/2018
<u>Information Technology Office (3 posts)</u> <ul style="list-style-type: none"> Provide ICT Technical support Assist in the administration of the IT Unit Assist with the installation and maintenance of network infrastructure and software 	NCV level 4: Information Technology	12 Months	LET06/2018



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<p><u>Transport and Logistics Services (4 post)</u></p> <ul style="list-style-type: none"> Assist with the management of College vehicles and other facilities management duties; Render effective and efficient registry services Sorting documents and filing them Opening and closing of files 	<p>NCV level 4: Transport and Logistics</p>	<p>12 Months</p>	<p>LET07/2018</p>
<p><u>Human Resource Administration, Management & Development (3 posts)</u></p> <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 	<p>N6: Human Resource Management</p>	<p>18 Months</p>	<p>LET08/2018</p>
<p><u>Administration (9 posts)</u></p> <ul style="list-style-type: none"> Assist the campuses with all administrative duties Administer textbook administration Administer the capturing of student attendance Receive calls and direct them to the relevant section' Screening of calls Photocopying of documents Sorting document and filing them Perform pre-arrangement of meetings Take minutes during the meeting 	<p>NCV level 4: Office Administration</p>	<p>12 Months</p>	<p>LET09/2018</p>