



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



KWAZULU NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER. APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR APPOINTMENT OF THE FOLLOWING POSITIONS.

ETDP-SETA INTERNSHIP PROGRAMME

- POST** : **1 x INTERN REF NO: (KZNCETC/02/ETDP/2021)**
Twenty-Four (24) months Fixed Term Contract
- SALARY:** : R6 500,00 per month
- CENTRE** : Central Office (KwaZulu Natal CET College - Durban)
- REQUIREMENTS** : A grade 12 certificate An LLB or four (4) year recognized legal qualification; Sound knowledge of the South African legal system, I Knowledge of the Public Finance Management Act; Skills and Competencies: Computer literacy (MS Office); Legal Research; Planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Time management and ability to prioritize; Report writing and problem resolving; Communication skills (Verbal and written)
- DUTIES** : Key Performance Areas: Assisting with drafting legal documents for the College; Assist with consolidating labour relations matters in the College; Assisting with checking and verifying all College legal documents before submission. Assisting the office of corporate services etc
- ENQUIRIES** : Mr N Dlamini Tel No: (031) 350 4377
- APPLICATION** : Applications have to be addressed to: The Principal, KwaZulu Natal CET College, 17 Kosi Place, Springfield, Durban, 4001. Applications are to be hand delivered to the College Central Office on or before the closing date.
- NOTE** : Applications with supporting documentation, including a signed Z83 from should be emailed to the respective email address. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver's licence (certified within the last 6 months) as one document in a PDF format. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered.
- CLOSING DATE** : 21 June 2021 at 16:00

Signature: _____

POST : **1 x INTERN REF NO: (KZNCETC/01/ETDP/2021)**
Twenty-Four (24) months Fixed Term Contract

SALARY: : R4 250,00 per month

CENTRE : Central Office (KwaZulu Natal CET College - Durban)

REQUIREMENTS : A grade 12 certificate and National Diploma in Management Assistant, Office Management and Technology, Public Management or any relevant qualification in management sciences. Computer literacy, including Microsoft packages.

DUTIES : Attend to incoming and outgoing telephone calls, transfer calls to relevant extensions, provide clients with relevant information, take messages and convey to relevant staff, keep record of all outgoing call and attend to external visitors. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain attendance register of the component. Record, organize, store, capture and retrieve correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

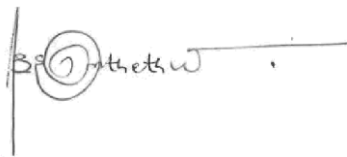
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A handwritten signature in black ink, appearing to be 'B. Dlamini', written over a horizontal line.