



**NORTHERN CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE INVITES  
APPLICATIONS FOR THE FOLLOWING OPPORTUNITY AVAILABLE AT THE COLLEGE.  
BELOW PLEASE FIND THE DETAILS:**

**GRADUATE INTERN: OFFICE ADMINISTRATION/MANAGEMENT ASSISTANT  
REFERENCE NO: NCETC02/02/2024  
[X1 POST]**

**TWELVE (12) MONTH INTERNSHIP CONTRACT**

<b>NATURE OF APPOINTMENT:</b>	INTERNSHIP FOR A FIXED/DEFINED PERIOD
<b>DURATION:</b>	01 MARCH 2024 TO 28 FEBRUARY 2025
<b>WORKING HOURS PER WEEK:</b>	30 HOURS PER WEEK
<b>STIPEND PER MONTH:</b>	R4,000.00
<b>FUNDER:</b>	SERVICES SETA

**MINIMUM REQUIRMENTS:**

- National Diploma: Office Administration/Management Assistant.
- Minimum of 18 Months Work Experience.
- Grade 12 or equivalent
- Bilingual English ,Afrikaans and /or Setswana
- Computer Literate .(MS Office :Word, Excel and Email)

**APPLICATIONS:** must submit their CV copies of all qualifications (including school leaving qualifications),academic transcripts /statement of result identity documents(ID Card -Front And Back Copy)and two(2) recent contactable references to email [MPhakathe @NC CET edu.za](mailto:MPhakathe@NC CET edu.za). Please note that passport or drivers licence will not be accepted in lieu of identity documents. All applicants must submit a duly signed and fully completed NEW Z83 form on the Northern Cape CET College Website [www.ncctc.edu.za](http://www.ncctc.edu.za) or [www.dpse.gov.za](http://www.dpse.gov.za))

- ALL DOCUMENTS SUBMITTED MUST BE IN A PDF FORMAT.
- Applicants will be subjected to criminal background check as well as the verification qualifications.
- Applicants are advised to submitted one PDF document per application. A complete set of application documents should be separately for every post you wish to apply for .Please ensure that you clearly state the relevant post reference number on your application. The College will not be responsible for any illegible PDF documents or PDF document that be accessed/ opened. The onus rest on the applicant to ensure that the application are e-mailed on or before the closing date. Failure to attach the requested documents and incomplete applications will not be considered.

**CLOSING DATE:** 23 February 2024 @ 12h00  
**ENQUIRIES:** 0537530000

Northern Cape Community Education And Training College is a designed employer in terms of the Employment Equity Act Appointments will be made according to the equity plan of the institution .No absolute barriers will be created against person from the non-designed groups. The college reserves the rights not to make an appointment. IF you have not received a reply within sixty (60) days after the closing date ,you can consider your application as unsuccessful.