

## CAREER DEVELOPMENT OPPORTUNITIES EXIST FOR SOUTH AFRICAN YOUTH WHO WISHES TO ACQUIRE WORK EXPERIENCE FOR THE PURPOSES OF OBTAINING THEIR NATIONAL DIPLOMAS AND /OR MINIMUM WORK EXPERIENCE REQUIRED FOR EMPLOYMENT.

### DIRECTIONS TO THE APPLICANTS

Mthashana TVET College invites all qualifying students to apply for the work integrated learning (WIL) opportunities by submitting their applications through email. Applications should be made on the college WIL form available on the college website. [www.mthashana.co.za](http://www.mthashana.co.za) alternatively at Partnership and Linkages Unit located at Central Office. Applications should be forwarded to [applications@mthashana.edu.za](mailto:applications@mthashana.edu.za) with subject of the post applied for.

Applications must be submitted on a PDF format as a single document quoting the reference on the subject email. Fully completed application form must be accompanied by recently updated comprehensive CV, ID Copy, Copy of Matric / NCV Level 4 certificate. Documents which are not clear will lead to automatic disqualification. Documents need not to be certified at this stage, only those selected applicants will be required to certify their documents. Applicants are advised to submit only one application per post alternatively they will be disqualified. Due to the large volume of applications anticipated, correspondence will only be limited to shortlisted applicants only. Applicants who have not been contacted within thirty (30) days after the closing date should consider their applications unsuccessful. Applications received after the closing date will not be considered.

Mthashana TVET College recognises representativity in terms of gender, race, and people with disabilities, as such, people with disabilities are encouraged to apply.

Closing date: Friday, 14 June 2024 at 16:00

### PROGRAMME: YOUTH CAREER DEVELOPMENT– ETDP SETA FUNDING (10 POSTS)

#### POST: WORK INTERGRATED LEARNING

#### STIPEND: R3 500 pm (18 months)

#### CENTRE: Any Available Host Employer

**REQUIREMENTS:** Recognized National N6 Certificate in Management Assistant. Must have a valid South African Identity Document/Smart Card. Must not have criminal record. Must have good verbal and written communication skills. Must be committed to start and complete the duration of the programme. Should not have previously been recipient of a stipend. **Skills:** Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. **Values/attributes:** Client service focus, integrity, committed, proactive, loyal, ethics, punctuality and willingness to learn.

**DUTIES:** All duties as per your supervisor's instructions. All duties as required by your instructional offerings as indicated in your logbook. Any duties as determined by your supervisor/mentor in relation to your developmental requirements. Any duties deemed relevant as required for application of your cognate National Diploma from the Department of Higher Education and Training (DHET).

POST	NUMBER OF POSTS	REQUIREMENT	REFERENCE NO:
Management Assistant Inservice Training	10	N6 Certificate Management Assistant	MTC-ETDP/MA/2024

**ENQUIRIES:** Mrs NB Madela/ Mrs SN Zulu (034 980 1010)