



Border Training Centre • 10 Mfafa Street • NU 1 Mdantsane

- East London • 5219 • Eastern Cape • REPUBLIC OF SOUTH AFRICA • Tel: +27 41 180 4072
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### 2021/22 INTERNSHIP PROGRAMME

The Eastern Community Education and Training College is one of the 9 Community Education and Training (CET) Colleges in the Country. These CET Colleges were established by the Minister for Department of Higher Education and Training (DHET) in 2015 by migrating the then ABET Centres from the Basic Department of Education to become Community Learning Centres (CLCs) under DHET.

The College invites South African unemployed graduates and student interns to apply for the 2021/22 Internship Programme.

**APPLICATIONS:** Please forward your application, quoting the Reference Number to: The Deputy Principal Corporate Services, Eastern Cape CET College, c/o BTC, 10 Mfafa Street, NU 1 Mdantsane, East London, 5219 or emailed: Benni.Geca@ecdoe.gov.za / bgeca@ec.cetc.edu.za or faxed to 0867597924 or hand delivered at: Eastern Cape CET College, c/o Border Training Centre, 10 Mfafa Street, NU 1 Mdantsane, East London, 5219 at the Reception area for attention of Miss B Geca. Successful candidates will receive a monthly stipend of R5 000.00 for Graduate Internship.

**CLOSING DATE: 12 March 2021, Time: 14:00**

**CONDITIONS:** Applications are hereby invited from suitably and qualified TVET students and Post school Graduates (from both Universities and TVET Colleges) for Graduate Internship Programme. Applications must be submitted on form Z83, obtainable from any Government Department or online at [www.gov.za](http://www.gov.za). All sections of the Z83 form must be completed and signed. The application form must be accompanied by a comprehensive CV (including three recent and contactable referees) and original Certified Copies of the applicant's ID and educational qualifications. The successful candidates will be subjected to a verification of qualifications and Personal suitability checks. Correspondence will be limited to shortlisted applicants only. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Failure to submit the required documents will automatically disqualify the applications. Faxed or e-mailed applications will be accepted and applications that will be received after the closing date will not be considered. The successful candidates will be required to enter into an Internship Programme contract for the period of one year.

Ms B Geca **041 180 4078** or Ms A Mhlana **041 180 4080**



**People with disabilities are encouraged to apply.**

DIRECTORATE / FIELD OF EXPOSURE	QUALIFICATION	LOCATION	POSTS	REFERENCE
<b>Logistics Management Summary of Duties:</b> <ul style="list-style-type: none"> <li>• Assist in Capturing of Requisitions on Financial Management System (FMS).</li> <li>• Assist Faxing of orders to service providers.</li> <li>• Assist in making follow ups on outstanding commitments for goods/ service &amp; deliveries.</li> <li>• Assist in Capturing of the travel booking on the tracking sheet (spreadsheet).</li> <li>• Spot checks of stock item in the warehouse for replenishment.</li> </ul>	N Diploma/Degree: Public Management/Logistics Management/ SCM/Purchasing Management / Financial Management/ Accounting	Eastern Cape CET College (Buffalo City Municipality, Mdantsane: East London)	(3)	CET/EC/2021/01
<b>Demand, Acquisition &amp; Contract Management Summary of Duties:</b> <ul style="list-style-type: none"> <li>• Assist in sourcing of quotations on behalf of the College.</li> <li>• Receive &amp; analyse all centre/ college submissions in preparation for sourcing of quotes.</li> </ul>	N Diploma/Degree: SCM/ Public Procurement Management/Public Management/ Financial Management/ Accounting College	Eastern Cape CET College (Buffalo City Municipality, Mdantsane: East London)	(2)	CET/EC/2021/02
<b>Data Management Unit Summary of Duties:</b> <ul style="list-style-type: none"> <li>• Assist with Data capturing</li> <li>• Assist with Data collection &amp; consolidation for submission.</li> <li>• Assist with general office administration duties.</li> </ul>	N Diploma/Degree: Public Management/ Public Admin	Eastern Cape CET College (Buffalo City Municipality, Mdantsane: East London)	(4)	CET/EC/2021/03
<b>HRM&amp;A Summary of Duties:</b> <ul style="list-style-type: none"> <li>• Human Resource conditions of service related duties</li> <li>• Provide administration support</li> <li>• Assist in capturing of leaves</li> <li>• Assist in handling Pension and Pillar applications</li> <li>• Assist with filing</li> <li>• Assist with general PERSAL work.</li> </ul>	N Diploma/Degree: HRM/ Public Management	Eastern Cape CET College (Buffalo City Municipality, Mdantsane: East London)	(1)	CET/EC/2021/04