

POST : TVET ADMINISTRATIVE NATIONAL DIPLOMA INTERNSHIP
DURATION: 12 MONTHS FROM 01 APRIL 2024 TO 31 MARCH 2025
STIPEND: PAYABLE ACCORDING TO AGRI-SETA RATES
CENTER: ARCADIA, PRETORIA – GAUTENG
REF No: Please quote Ref Number in line with the Graduate Placement you are interested in and please include on the subject line of your application for easy reference.

REQUIRMENTS

Applications are invited by the NAMC from Graduates aged between 18 and 35 years who have completed a three years TVET Administrative National Diploma in the relevant fields as indicated here below. The graduates will receive monthly stipend, in line with the Agri-Seta rates.

REF. NO: GP INT011/2024

TVET National Diploma in Financial Management,

REF. NO: GP INT012/2024

TVET National Diploma in Human Resources, Management Assistant

REF. NO: GP INT013/2024

TVET National Diploma in Public Relations, Public Management,

SKILLS:

Administrative Skills. Co-ordination and Planning skills. Excellent interpersonal and Analytical skills. Good verbal and written communication skills. Computer skills. Problem-solving skills. Good Listening skills.

BEHAVIOURAL ATTRIBUTES

Ability to work independently as well as within a team. Ability to work well under pressure. Attention to details, Deadline driven. Willingness to learn. Customer Focused. Details focused. Professionalism. Confidence in the field of study.

KEY DUTIES, EXPECTATIONS AND RESPONSIBILITIES OF ADMINISTRATIVE INTERNS

- Perform general administrative support to specific projects/programmes.
- Maintain and update administrative systems.
- Coordinate logistical arrangements.
- Manage the workflow in the Office.

APPLICATION PROCESS:

All applications must be accompanied by a detailed CV and certified copies of qualifications (including Matric certificate), academic records and Identity Document sent to: hrrecruitment@namc.co.za, **closing date: 27 February 2024**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as outlined in the POPIA.

Please visit www.namc.co.za or contact Katlego Shikwane at KShikwane@namc.co.za for further information. The NAMC reserves the right to withdraw, amend or not fill the position. **Compulsory: All applicants are required to indicate the Ref Number provided on the subject line of the e-mail. Applications sent without all the required documentation and the reference number will be disqualified.**