



higher education
& training
Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



THE COLLEGE HEREBY INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING TEMPORARY POSTS. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

**DATA CAPTURERS X3 (Three Months Contract with no prospect of renewal)
SALARY: R145 281.00pa
CENTRAL OFFICE
NKC/2021/04/01**

Requirements: Grade12 Certificate plus N6 certificate or NCV Level 4 Qualification, one (1) year experience as a Data Capturer. Ability to perform under pressure and ability to reach set targets, verbal and written communication skills, computer literacy. A practical typing test will be conducted during interviews. Preference will be given to former Interns of Nkangala TVET College.

Duties: • Capturing of applications for advertised posts • Provide reports of work done on a weekly basis.

Closing date: 16 April at 12:00

Enquiries: T Theledi/M Monyai – 013 658 4700

Applications: Should be submitted on the new Z83 form, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, original certified copies (not older than three months) of all qualifications and RSA ID document.

Applications should be hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

No applications received by the HR Department after the closing date shall be considered. The College reserves the right to withdraw any of the advertised posts at any time depending on the need.

Nkangala TVET College is an equal opportunity and affirmative employer. Our aim is to promote representativity through race, gender and disability.

