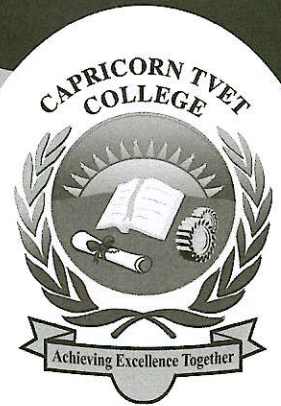




higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

CAPRICORN TVET COLLEGE  
CENTRAL OFFICE



☎ (015) 230 1800

☎ (015) 291 2767

www.capricorncollege.edu.za

📍 16 & 18 Market Street, 0699 Polokwane

✉ Private Bag X9674, Polokwane 0700

**ACHIEVING EXCELLENCE TOGETHER**

**ADVERTISEMENT**

Capricorn TVET College is inviting applications from suitably qualified candidates in the following vacancy:

**Position: Lecturer: Office Administration (4 months Relief Lecturer, Fixed Term Contract)**

**Post Level: 1**

**Salary Scale: R244 884.00 per annum**

**Centre : Senwabarwana Campus**

**Name of Component : Fundamental Studies**

**Reference No : CCTVET 01/09/2023**

**Requirements:** M+3 years Degree or National Diploma in Office Administration and Technology, Commercial Administration, and Management Assistant which includes education as a qualification. Registered with SACE. Computer literacy. Assessor and Moderator certificates will be an added advantage.

**Key Performance areas: NOT LIMITED TO** – Undertake all teaching and learning functions relating to Office Administration curriculum components in the National Certificate Vocational (NC (V) L2-L4 programme and relevant subjects in Report 191(NATED) programmes. Perform relevant administrative duties and assist with extra-curricular activities.

**Enquiries: Maphutha OM and Phokungwana MZ at 015 230 1800**

**NOTE:** All interested candidates are requested to apply using a new Z83 form available at any Government Department and DPSA website. Attach recently updated CV; Academic Records/Transcripts certified (within three months) copies of ID and Qualifications. No faxed or late applications will be considered. The College reserves the right to withdraw any post/s at any time. Please forward all applications to: for hand delivery to Central Office at 16 Market Street, Registry Office, or post to: The Principal, Capricorn TVET College, Private Bag X 9674, Polokwane, 0699. If you did not receive feedback from the College within 30 days of the closing date, consider your application unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

**Closing date: 09 October 2023**

PP:

**LJ Mamabolo**  
**Principal**

02/10/2023

**Date**

**POLOKWANE CAMPUS**  
C/o Dorp & College Streets  
0699 POLOKWANE  
Tel: (015) 283 3300  
Fax: (015) 297 2183

**SESHEGO CAMPUS**  
1919 Freedom Drive  
0742 SESHEGO  
Tel: (015) 223 9600  
Fax: (015) 223 5187

**SENWABARWANA CAMPUS**  
Senwabarwana Main Street  
0790 SENWABARWANA  
Tel: (015) 505 3172  
Fax: (015) 505 3174

**RAMOKGOPA CAMPUS**  
Next to Mokomene High School  
0811 RAMOKGOPA  
Tel: (015) 526 2750  
Fax: (015) 526 2005