

COLLEGE INTERNAL ADVERT - VACANCY

WATERBERG FET COLLEGE INVITES QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POST TO BE FILLED ACCORDING TO THE FET ACT NO.16 OF 2006



**WATERBERG
FET COLLEGE**
Together ensuring success

**Ref: 2011/19 Receptionist
Engineering and Skills Training Centre
R84,483 - R99,516**

REQUIREMENTS:

Grade 12/NCV Level 4 plus at least one year of relevant experience in Office Administration * Knowledge of Batho Pele principles * Knowledge of the FET Sector * Good communication skills * Computer Literate.

DUTIES AND RESPONSIBILITIES:

Controlling of switchboard operations * Make official outgoing calls for management. Controlling of fax machine. Distribution of faxes to relevant people * Typing, photocopying and binding of documents for Management * Make requisitions for corporate stationary, distributes after being delivered and record in the appropriate stock register.

PLEASE NOTE THE FOLLOWING:

The above mentioned applications should be submitted on a Z83 form obtainable from all Public Service Departments, accompanied by a detailed CV and certified copies of all qualifications, ID and Driver's License * Applicants must please see to it that they **use the reference number allocated to the post.** * Faxed or e-mailed applications will not be considered * Communication will only be entered into with short-listed candidates and the successful applicant * If you have not heard from the College within a month of the closing date, you should consider your application as unsuccessful.

APPLICATIONS SHOULD BE FORWARDED TO:

**The CEO
Waterberg FET College
Postnet Suite # 59
Private Bag X 2449
Mokopane
0600**

**The CEO
Waterberg FET College
36 Hooze street
Mokopane
0601**

CLOSING DATE FOR SUBMISSIONS: 30 December 2011

Enquiries: Mr. Jack Tema, Cell no: 083 591 8889