



VACANCY BULLETIN

**Tshwane University
of Technology**

We empower people

24 Months contract
INTERNSHIP PROGRAMME
REF: 24/105

Pretoria, Ga-Rankuwa, Soshanguve, eMalahleni and Mbombela campuses

You are hereby invited to participate in an internship programme funded by the **National Skills Fund (NSF)** under the **Department of Higher Education and Training (DHET)** in partnership with **Amangwane Investments PTY LTD**. The project is run by Student Affairs and Extracurricular Development (SAED) in collaboration with HRD.

The internship programme is a **24 months fixed-term contract** which provides workplace experience. It allows one to gain valuable work experience, explore career paths, networking with professionals in the field, while earning an income.

Key performance areas:

- To support core administration and related task where additional support is required on a fixed term contract.
- To support workplace experience for unemployed graduates.

Minimum Requirements:

- Curriculum Vitae
- Application letter
- Certified copies of ID and Qualification
- TUT Qualifications in either Human Resource Management/Development, Labour Relations, Office Management and Technology and/or Administrative Information Management, Marketing, Sports Management, Public Affairs and Social Sciences and Project Management.
- You must be between the ages of 18 and 34 years.
- Successful candidates will be expected to sign an enrollment form as well as employment agreement/contract.

Special Notes:

- Qualification & Proof of residence will be vetted.
- Successful candidates will sign an affidavit pledging that they are not defrauding the system by participating or have participated in funded in- service and internship program before.
- People with disabilities are encouraged to apply.
- Please indicate the campus you are applying for in your application letter i.e. (Pretoria, Garankuwa, Soshanguve, eMalahleni or Mbombela Campus)

NB: All Certified documents must not be older than 3 months!
No late applications will be taken

Stipend: R 6000 per month for 24 months.

Women and people with disabilities are encouraged to apply.





**Tshwane University
of Technology**

We empower people

VACANCY BULLETIN

Send your CV with the application letter and certified copies of qualifications & ID to:
Ms. Henda Britz at britzsh@tut.ac.za

Enquiries: Ms Henda Britz
Tel. No: 012 382 5431
Closing Date: 12 June 2024

NB: If you do not receive any correspondence from HRD within a month from the closing date, you should regard your application as being unsuccessful. Correspondence will only be entered into with short-listed candidates. All applications with international qualifications are required to submit a SAQA evaluation certificate. Preference will be given to people from designated groups and the University reserves the right, in its sole discretion, not to make an appointment. It is the intention of the University to promote representativity in respect of race, gender and disability through the filling of these posts.

.

Women and people with disabilities are encouraged to apply.

