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Capricorn Tvet College Internships 2025/26 New Application

Description

As an intern at Capricorn TVET College, you will have the chance to work alongside experienced professionals in a supportive and dynamic environment. This internship program is designed to offer valuable insights into the operations and functions of a leading TVET (Technical and Vocational Education and Training) institution.

Responsibilities

- Assist in administrative tasks related to student enrollment, records management, and academic support services.
- Collaborate with faculty and staff to support classroom activities and educational programs.
- Participate in organizing and facilitating workshops, events, and career guidance sessions for students.
- Contribute to marketing initiatives by creating content for social media platforms and promotional materials.
- Conduct research and analysis on educational trends and industry best practices.
- Provide general support to various departments within the college as needed.

Qualifications

- Currently enrolled in a relevant undergraduate or postgraduate program in Education, Administration, Marketing, or related fields.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and familiarity with educational technology/tools is advantageous.
- Proactive attitude with a willingness to learn and contribute positively to the team.
- Ability to work independently and collaboratively in a fast-paced environment.

Job Benefits

- Gain practical experience and insight into the operations of a reputable TVET institution.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities with faculty, staff, and industry experts.
- Certificate of completion and potential recommendation based on performance.

Contacts

1. Prepare Your Application Materials:
 - Resume/CV: Highlight your education, relevant skills, experiences, and any achievements.

Hiring organization

Capricorn TVET College

Employment Type

Intern

Duration of employment

3 Months

Industry

Higher Education and Training Institution

Job Location

Polokwane, Limpopo, South Africa, 0699, Polokwane, Limpopo, South Africa

Working Hours

09

Date posted

December 17, 2024

Valid through

14.02.2028

- Cover Letter: Tailor your cover letter to express your interest in the internship program at Capricorn TVET College. Explain why you are passionate about joining the institution and how your skills align with the internship role.
2. Review the Job Description: Familiarize yourself with the internship position's responsibilities, qualifications, and the information provided in the job description.
 3. Submission Method:
 - Online Portal: Check the Capricorn TVET College website for any specific instructions or an online application portal where you can upload your application materials.
 - Email: If an email submission is specified, compose an email to the designated contact person (if mentioned) or the HR department. Attach your resume/CV and cover letter to the email.
 4. Address Your Application:
 - Ensure your application materials are addressed to the correct department or individual if mentioned in the job posting. If there is no specific contact person, use a general address such as "Human Resources Department" or "Internship Program Coordinator."
 5. Follow Application Guidelines:
 - Follow any specific instructions mentioned in the job posting regarding the subject line of the email, format of attachments, or additional documents required.
 - Double-check that your application materials are complete and free of errors before submission.
 6. Submission Confirmation:
 - If submitting via email, consider requesting a confirmation of receipt to ensure your application has been received.
 - For online portals, look for an acknowledgment or confirmation message upon successful submission.
 7. Follow-Up:
 - Allow some time for the institution to review applications. If a specified timeline is mentioned, respect it.
 - If you haven't heard back within the stated timeframe, you may consider sending a polite follow-up email to inquire about the status of your application.