

DEPARTMENT OF HIGHER EDUCATION AND TRAINING:  
FREE STATE COMMUNITY EDUCATION AND TRAINING COLLEGE

The Department of Higher Education and Training: Free State Community Education and Training College is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of this post.

- APPLICATIONS** : Submitted via post, hand delivery to Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300, or via email: [recruitment@fs.cetc.edu.za](mailto:recruitment@fs.cetc.edu.za)
- FOR ATTENTION** : **NB: Please ensure that your applications are merged in one PDF document.**
- CLOSING DATE** : Mr MA Lekgau
- NOTE** : 14 November 2025 at 16:00
- NOTE** : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a detailed Curriculum Vitae, *Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date.* The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above will not be considered. Applications received after the closing date will not be considered.
- POST** : **Graduate Internship Posts (Services SETA):**
- **Public Administration/ Office Management and Technology x12**
  - **Human Resources Management x 1**
  - **Marketing x 2**
- SALARY** : R 72 000.00 per annum (R 6000.00 per month)
- CENTRE AND REFERENCE NO** : See attached **Annexure A** .
- REQUIREMENTS** : An appropriate four years qualification (NQF 7) in Public Administration/ Office Management and Technology, Human Resources Management and Marketing
- Able to work under pressure. Be reliable and determined. Computer literacy in MS Excel; Word; and MS Outlook.
- Enquiries:** : Mr AM Legau Tel No: 051 250 4021 Email: [recruitment@fs.cetc.edu.za](mailto:recruitment@fs.cetc.edu.za)



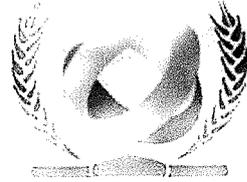
Ms. MA Matlawa  
Principal: Free State Community Education and Training College

Date: 07/11/2025



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**Free State  
CET College**

Community Education  
and Training College

# ANNEXURE A



DISTRICT/ MUNICIPALITY	REF NO:	NAME OF CENTRE	NUMBER OF POST	REQUIRED QUALIFICATION:	LOCATION:	APPLICATION DELIVERY ADDRESS
THABO- MOFUTSANYANA	FSCETC01/08/2025	TJHESEHO CLC	1	Four-year qualification in Public Administration / Office Management & Technology	Petsana Primary School,260 School Street, Petsana Reitz,9810	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301
THABO- MOFUTSANYANA	FSCETC02/08/2025	ZAKHELE-IKUSASA CLC	1	Four-year qualification in Public Administration / Office Management & Technology	134 Percy, Riverside, Phuthaditjhaba	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301
MANGAUNG METROPOLITAN	FSCETC03/08/2025	VULAMEHLO CLC	1	Four-year qualification in Public Administration / Office Management & Technology	Bloemfontein High School, Gladstone Road, Noorhoek, Bloemfontein	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301
MANGAUNG METROPOLITAN	FSCETC04/08/2025	PONELOPELE CLC	1	Four-year qualification in Public Administration / Office Management & Technology	Mabeoana Primary School, 6591 Jonga Street, Phahameng	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301
MANGAUNG METROPOLITAN	FSCETC05/08/2025/	RUTEGANG CLC	1	Four-year qualification in Public Administration / Office Management & Technology	3168 Ratlou Location, Thaba- Nchu	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301
FEZILE-DABI	FSCETC06/08/2025	TUMAHOLE CLC	1	Four-year qualification in Public Administration / Office Management & Technology	Old Mabatho Primary School,,2029 Mthimkhulu Street, Old Location, Parys	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301

DISTRICT/ MUNICIPALITY	REF NO:	NAME OF CENTRE	NUMBER OF POST	REQUIRED QUALIFICATION:	LOCATION:	APPLICATION DELIVERY ADDRESS
FEZILE DABI	FSCETC07/08/2025	BOITUMELOCLC	1	Four-year qualification in Public Administration / Office Management & Technology	Moepeng Primary School, 1504 Robert Sello Street, Seisoiville Maokeng, Kroonstad	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301
FEZILE DABI	FSCETC08/08/2025	NG NOORD CLC	1	Four-year qualification in Public Administration / Office Management & Technology	Tsatsi Primary School, 1126 Leoka Street, Zamdela, Sasolburg	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301
LEJWELEPUTSWA	FSCETC09/08/2025	WESSELSBRON CLC	1	Four-year qualification in Public Administration / Office Management & Technology	Ithabeleng Secondary School, 1299 Naledi Street, Monyakeng, Wesselsbron	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301
MANGAUNG METROPOLITAN	FSCETC10/08/2025	COLLEGE	2	Four-year qualification in Public Administration / Office Management & Technology	FS CET College	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301
MANGAUNG METROPOLITAN	FSCETC11/08/2025	COLLEGE	2	Four-year qualification in Marketing	FS CET College	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301

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MANGAUNG METROPOLITAN	FSCETC12/08/2025	COLLEGE	1	Four-year qualification in Human Resources	FS CET College	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301
XHARIEP	FSCETC13/08/2025	TSIBOGANG CLC	1	Four-year qualification in Public Administration / Office Management & Technology	Reikaeleise Secondary School, 1888, Jacobsdaal Road, Ditlhake, Koffiefontein	86 Spitskop Building, Kellner Street, Westdene, Bloemfontein 9301

Yours Sincerely



Ms MA Matlawa

Principal: Free State Community Education and Training College

Date: 05/11/2025