



## CAPRICORN COLLEGE FOR FET

ISO 9001:2008 Certificated

### CENTRAL OFFICE

16 Market Street  
0699 POLOKWANE  
Private Bag X9674  
0700 POLOKWANE

Tel (015) 291 3118  
(015) 291 3115  
Fax (015) 291 2767  
www.capricorncollege.edu.za

**ENQUIRIES: Mogale T**

**TO: Capricorn FET Graduates Students**

**DATE: 29 January 2014**

**SUBJECT: Internship Opportunity**

Capricorn College for FET is looking for Graduates who have completed **Diploma in Financial Management** to work as Interns for a period of 18 months. The Interns will be stationed at Central Office on an 18 month internship programme offering a monthly stipends of R3 000.00.

**Duties:** Capturing of issued orders on Coltech system, Capturing of purchase invoices on Coltech system, Calculation of overtime claims, Posting of payments vouchers on Coltech system, Capturing of petty cash vouchers and refill on Coltech System, Ensure that claims (purchase documents) are properly filed according to ledger numbers and bank statements transactions, Ensure that allocated ledger on requisition form is correct, posting of Capex claim documents on Coltech system, Capturing credit card spending on Coltech system, File all the finance source documents accurately and attend to any other duties requested by the supervisor.

Applications should be accompanied by a detailed CV, certified copies of qualifications and ID copy. Applications should be submitted to Central Office (SSS Office) on or before Friday, 07 February 2014.

Kind regards

Riba K.A

Deputy Principal Academic/ Acting Cooperate Manager

**POLOKWANE CAMPUS**  
C/o Dorp & College Streets  
0699 POLOKWANE  
Tel: (015) 287 0400  
Fax: (015) 297 2183

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

**SESHEGO CAMPUS**  
1919 Freedom Drive  
0742 SESHEGO  
Tel: (015) 223 0006  
Fax: (015) 223 5187

**RAMOKGOPA CAMPUS**  
Next to Mokomene High School  
0811 RAMOKGOPA  
Tel: Central Office: (015) 291 3118/5