

2016/17 INTERNSHIP PROGRAMME


The Department of Higher Education and Training invites South African unemployed Graduates who are between the ages of 18-35 to apply for the 2016/17 Internship programme.

APPLICATIONS: Please forward your application, quoting the Reference Number to: The Director-General, Department of Higher Education and Training, Private Bag: X174, Pretoria, 0001 or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area. Successful candidates will receive a stipend of **R5 000.00** per month.

CLOSING DATE: 22 January 2016, Time: 16h00.

CONDITIONS: Applications must be submitted on a Z83 form obtainable from any public service department and must be accompanied by a comprehensive CV, certified copies of qualifications and an Identity Document. Candidates must be unemployed, in possession of an appropriate post school qualification, and not have previously served as interns in the Public Service. Correspondence will be limited to successful candidates only and applications received after the **closing** date or faxed will not be considered.

ENQUIRIES: Ms Nokwanda Khoza **012 312 5192** or Ms Hazel Ngobeneni **012 312 6224** or Mr M Rooi **012 312 5125**.

 People with disabilities and TVET College graduates are encouraged to apply. All positions are based in Pretoria for a fixed period of 12 months.

BRANCH	FIELD OF EXPOSURE	QUALIFICATION	REFERENCE
CFO	Development Support, Public Entities	N Dip/Degree: Administration, Financial Management, Development Studies, Accounting	CFO/2016/01
	Compliance, Internal Audit	N Dip/Degree/B.com: Compliance, Internal Auditing	CFO/2016/02
	Financial Services	N Dip/ Degree/B.com: Finance with Accounting,	CFO/2016/03
	Supply Chain Management, Assets Management	N Dip/Degree: Logistics, Purchasing Management, Public Admin, Supply Chain, Asset Management, Finance	CFO/2016/04
HRDP, M&C	Research Coordination, Monitoring and Evaluation	Master's Degree: Social Sciences (Education), N Dip/Degree: Public Admin	H/2016/05
	Career Development Services System Monitoring & Economic Analysis	N Dip/Degree: Financial Management, Auditing, Economics, Econometrics, Statistics & Mathematics.	H/2016/06
	Legal and Legislative Service for Education Institutions	LLB	H/2016/07
	Information System Coordination	N Dip/ Bachelor's Degree: Management, Public Admin	H/2016/08
	Global Partnership, African Middle East	BA Degree/BA Hon. International Relations or major in Politics	H/2016/9
	Strategic Coordination & Secretarial Support, Social Inclusion & Equity	N Dip/BA Degree: Management Assistant or Admin, Public Admin	H/2016/10
UNIVERSITY EDUCATION	Financial and Physical Planning	N Dip/BA Degree: Accounting, Public Finance, Infrastructure	UE/2016/11
	Teaching & Learning Development and Teaching Qualification & Policy	N Dip/Bachelor's Degree: Business or Office Admin, Public Admin	UE/2016/12
VCET	TVET Infrastructure Development Programme	N Dip/Degree: Project Management	VCET/2016/13
	Financial Planning	B.com: Financial Accounting, Economics & Econometrics	VCET/2016/14
	Planning and Institutional Support	N Dip/Bach Degree: Public Admin, Financial Management	VCET/2016/15
	National Exams and Assessments,	N Dip/Degree: Office Admin, Finance, Languages (Esp. English)	VCET/2016/16
	Public TVET Colleges	N Dip/Degree/Bach: Public Admin, Management, Database Management, Business Studies	VCET/2016/17
CORPORATE SERVICES	Communication and Media Liaison and Call Centre & Clients Service	N Dip/Degree: Communications, Public Relations, Graphic Design, Journalism, Marketing Management	CS/2016/18
	Government Information Technology Office	N Dip/Degree: IT, BSc, Computer Science	CS/2016/19
	Facilities Management and Logistics Services	N Dip/Degree: Facilities, Property Management, Public Management, Project Management	CS/2016/20
	Human Resource Administration, Management & Development	N Dip/Degree: Human Resource Management, Public Management, Development and Records Management	CS/2016/21
	Internal Communication and Media Liaison	BA: Information Science, Library and Information Science	CS/2016/22
	Labour Relations & Wellness	N Dip/Degree/B Tech: Labour Relations, laws, Office Admin / Secretarial, Psychology/ Wellness	CS/2016/23
	Office of the Director-General	N Dip/Degree: Public/Admin Management	CS/2016/24
SKILLS DEVELOPMENT	INDLELA (Post will be based at Olifantsfontein)	N Dip/Degree: Administration	SD/2016/25
	Hostel & Auxiliary Services (Post will be based at Olifantsfontein)	N Dip: Hospitality, Auxiliary	SD/2016/26

