



ADVERTISEMENT OF INTERNSHIP PROGRAMME 2024/26

The KwaZulu-Natal Department of Education is implementing the Internship Programme as part of its contribution to skills development initiatives as expressed in the NSDS, NDP and PGDS objectives by inviting unemployed graduate to participate in the programme that will provide them with valuable work experience and increase their opportunities towards employment. The programme offered is fully structured and the Department will pay successful interns a monthly stipend/ allowance.

Applications are therefore invited from interested applicants in possession of a relevant Degree/ Diploma from recognized Institutions of Higher Education and Training, to undertake workplace training that shall run for a period of 24 months in the following fields/ areas. Compulsory rotation will be implemented after placement except for specialized fields.

HEAD OFFICE AND DISTRICT OFFICES

1. Human Resource Administrative Services: (Ref No. KZNDE/001/Intern)

Requirements: Degree/ Diploma in:

- Human Resource Development
- Human Resource Management
- Public Administration/ Public Management
- Office Administration/ Office Management and Technology

2. Information Technology Services (Ref No. KZNDE/002/Intern)

Requirements: Degree/ Diploma in:

- Information Systems
- Information Technology
- Programming & Networking
- Management Information System
- Business Information and Management
- Employee Relations
- Labour Law
- Management Assistant
- Monitoring and Evaluation
- Strategic Planning and Management
- Business Management/ Business Administration



3. Communications & Publications : (Ref No. KZNDE/003/Intern)

➤ **HEAD OFFICE – PIETERMARITZBURG BASED ONLY**

Requirements : Degree/ Diploma in :

- Public Relations
- Communications
- Journalism
- Social Media
- Photography
- Graphic Design

4. Supply Chain Management/ Logistics, Assets and Disposal: (Ref No. KZNDE/004/Intern)

Requirements: Degree/ Diploma in :

- Supply Chain Management
- Project Management
- Logistics Management

5. Organisational Development: (Ref No. KZNDE/005/Intern)

➤ **HEAD OFFICE – PIETERMARITZBURG BASED ONLY**

Requirements: Degree/ Diploma in:

- Work Study
- Production/ Operational Management

6. Legal Services: (Ref No. KZNDE/006/Intern)

➤ **HEAD OFFICE – PIETERMARITZBURG BASED ONLY**

Requirements: Degree in:

- LLB

7. Education Management Information Systems (EMIS) (Ref No. KZNDE/007/Intern)

➤ **HEAD OFFICE – PIETERMARITZBURG BASED ONLY**

Requirements : Degree/ Diploma in:

- Statistics
- Data Analyst
- Web Design
- Computer Science
- Programming
- Geography
- Environmental Studies



8. Infrastructure Planning and Development (Ref No. KZNDE/008/Intern)

➤ **HEAD OFFICE – PIETERMARITZBURG BASED ONLY**

Requirements : Degree/ Diploma in:

- Quantity Surveying
- Civil/ Structure Engineering
- Building Management
- Geographical Information Systems
- Geography and Environmental Management
- Electrical Engineering
- Built Environment
- Town and Regional Planning

9. Specialist Fields (Ref No. KZNDE/009A/Intern)

Requirements: Degree/ Diploma in:

- Psychology/Psycho Social
- Social Worker
- Career Guidance

(Ref No. KZNDE/009B/Intern)

Requirements: Degree/Diploma in:

- Library and Information Science

10. Finance (Ref No. KZNDE/010/Intern)

Requirements: Degree/ Diploma in:

- Accounting
- Financial Management
- Cost and Management
- Taxation (Tax)
- Internal Auditing
- Auditing
- B Com Accounting

11. Sport (Ref No. KZNDE/011/Intern)

Requirements: Degree/ Diploma in:

- Sport Management
- Sport Science

Requirements:

- South African citizen
- Unemployed graduates without relevant work experience
- People with disabilities are encouraged to apply
- Currently not studying
- Unemployed graduates who have not been exposed to the programme before.



KWAZULU-NATAL PROVINCE

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- Prepared to enter into a contractual agreement with the department
- Available for placement in the Departmental offices across the province
- Diploma from TVET Colleges/Letter from DHET declaring competence and confirming graduation
- Proof of Registration with the relevant body/council
- Proof of Residence must be attached

NB: For qualifications that require registration with Professional Council/Bodies, proof of registration must be attached.

-Please note that where it is specified as Pietermaritzburg based only, there is no alternative for a placement in the district.

Applications should therefore be submitted in the **New Z83 (81/971431)** form obtainable from any government website, indicating the Reference Number of the field applied for, attaching the following documents.

- South African Identity Document
- A recent detailed CV
- Copy of Matric Certificate
- Copy of Degree or Diploma
- A full academic record indicating individual modules or courses
- Proof of Residence must be attached (once interns have been placed no transfers will be allowed due to incorrect information provided)

If any of the documents mentioned above is not attached, the applicant will automatically be disqualified. Preference will be given to applicants with copies of their qualification certificate. Where an applicant has not been contacted within 2 months from the closing date, then the applicant must kindly consider that their application have been unsuccessful. The Department reserves the right to place or not to place applicants based on its needs and requirements.

Closing date: 22/03/2024 (12:00pm)



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Applicants should hand deliver their applications to their nearest offices as indicated below.

OFFICE	CONTACT PERSON	TELEPHONE NUMBERS	ADDRESS
Head Office	Mrs. B.C Sithole Mr. S. Funeka	033 846 5197/5506 033 846 5294/5292	228 Pietermaritz Street NED Building Pietermatzburg
UMgungundlovu District	Mr GM Mncwango Mr SD Nene	033 355 2256	Old mutual building 185 Langalibalele 3 rd Floor
Pinetown District	Mr. Z. Gagai	031 737 2003 073 424 1821	17 Crompton Street (Former Italia Building) Pinetown
Umlazi District	Ms. N. Msomi	031 360 6354	8 th Floor, Truro House 17 Victoria Embankment
ILembe District	Ms. N.A Ngonyama	032 439 6184/6184	Corner R105 and Link Road KwaDukuza 4450
Zululand District	Mrs. N.A Buthelezi Mr. A.M Mdlalose	035 874 1102 035 874 1290	Parkhome No. 11, Cnr. South and West Park home, Vryheid, 3100 or King Dinuzulu Highway, 2 nd Floor Administrative Building, Ulundi 3838
Ugu District	Ms. N Dlamini	072 094 3589	03 Jan Smuts. P/Shepstone
Harry Gwala District	Mr. B. Mkhanyawo	039 797 3700	8 Main Street, Kokstad
UThukela District	Ms. S. Nkosi Ms. F.P Cindi	036 638 7793/94	49 Murchison Street
UMzinyathi District	Ms. B. Mabanga	034 219 2103/2761	No. 40 Wilson Street Dundee, 3000
Amajuba District	Mr. B. Mdlalose Ms. X. Jili	034 328 4586 034 328 4562	113 Panorama Drive, Lennoxton, Newcastle, 2940
King Cetshwayo District	Mr. B.E Mazibuko Ms. Y Mpanza	035 901 1457 035 901 1407	Cnr. Maxwell and Hancock Avenue, Empangeni
UMkhanyakude District	Mr. S.A Mkhwanazi	035 573 3858	Cnr. Thubalethu and Telembe Road, Mkuze, 3965

MR GN NGCOBO

Head of Department: Education