

**Enquiries:** 

Navrae:

Reference:

Date:

Imibuzo: BRS Nene

Inkomba: Verwysing: 4/4/2/2/3

Usuku: 02/03/2020

Datum:

## **INTERNSHIP PROGRAMME 2020**

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, NGP 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 from a recognized University or National Diploma from a University of Technology and TVET Colleges, to undertake workplace training that shall run for the period of **24 months** in the following fields/ areas:

### **Districts Offices**

- 1. Human Resource and Administrative Services: (Ref No. KZNDE/001/Inter)
- ILembe District, Umkhanyakude, Umlazi, Pinetown, Ugu, uThukela, Amajuba, Umgungundlovu, Umzinyathi, Harry Gwala, Zululand, King Cetshwayo.

Requirements: Degree/ Diploma in:

- Human Resource Development
- Human Resources Management
- Public Administration/ Public Management
- Office Administration / Office Management and Technology
- Employee Relations
- Labour Law
- Public Policy
- Policy Information
- Management Assistant
- Monitoring and evaluation
- Strategic planning and management

- 2. Information Technology Services, MST and ITC: (Ref No. KZNDE/002/Intern)
  - ILembe District, Umkhanyakude, Umlazi, Pinetown, Ugu, uThukela, Amajuba, Umgungundlovu, Umzinyathi, Harry Gwala, Zululand, King Cetshwayo.

Requirements: Degree/ Diploma in:

- Information Systems
- Information Technology
- Systems Design
- Web Design
- Computer Science
- Programming & Networking
- Management Information System
- Statistic
- GIS
- ICT

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- 3. Supply Chain Management/ Assets, Logistics And Disposal: (Ref No. KZNDE/ 003/Intern)
  - ILembe District, Umkhanyakude, Umlazi, Pinetown, Ugu, uThukela, Amajuba, Umgungundlovu, Umzinyathi, Harry Gwala, Zululand, King Cetshwayo.

Requirements: Degree/ Diploma in:

- Supply Chain Management
- Business Management with SCM
- Project Management with SCM
- Logistics
- Finance with SCM

- 4. Facilities Management and Auxiliary Services (Ref No. KZNDE/004/Intern)
  - ILembe District, Umkhanyakude, Umlazi. Pinetown, Ugu, uThukela, Amajuba, Umgungundlovu, Umzinyathi, Harry Gwala, Zululand, King Cetshwayo.

Requirements: Degree/ Diploma in:

- Transport/ Fleet Management-
- Facilities Management -
- Records Management -
- Occupational Health and Safety -
- Inventory Management -
- Office Administration/ Management
- **Public Management**
- Archival studies

- 5. Infrastructure Planning and Development (Ref No. KZNDE/005/Intern)
  - ILembe District, Umkhanyakude, Umlazi, Pinetown, Ugu, uThukela, Amajuba, Umgungundlovu, Umzinyathi, Zululand, King Cetshwayo

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

- 6. Specialist Fields (Ref No. KZNDE/006/Intern)
  - ILembe District, Umkhanyakude, Umlazi, Pinetown, Ugu, uThukela, Amajuba, Umgungundlovu, Umzinyathi, Harry Gwala, Zululand, King Cetshwayo.

Requirements: Degree/ Diploma in

- Library Science
- Library and Information Science
- Sports Administration/ Science
- Psychology
- **Educational Counselling**
- Social Work/ Counselling
- Child and Youth Development
- Project Management
- Sports management
- Occupational Therapy
- **Statistics**
- Arts and Culture
- Nutrition/Food Science
- Inclusive Education / Learner Support/ Special Education ...Leading Social Compact and Economic Emancipation

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#### 7. Finance (Ref No. KZNDE/007/Intern)

Department:

ILembe District, Umkhanyakude, Umlazi, Pinetown, Ugu, uThukela, Amajuba, Umgungundlovu, Umzinyathi, Harry Gwala, Zululand, King Cetshwayo.

Requirements: Degree/ Diploma in :

- Accounting
- Financial Management
- Cost and Management
- Taxation (Tax)
- Auditing
- B Comm Accounting
- Supply Chain

## **Head Office**

1. Human Resource and Administrative Services:

(Ref No. KZNDE/001/Intern)

Head Office

Requirements: Degree/ Diploma in:

- Human Resource Development
- Human Resources Management
- Public Administration/ Public Management
- Office Administration / Office Management and Technology
- Employee Relations
- Labour Law
- Management Assistant
- Monitoring and evaluation
- Strategic planning and management

2. Information Technology Services, MST and ITC: (Ref No. KZNDE/002/Intern)

> Head Office

Requirements: Degree/ Diploma in:

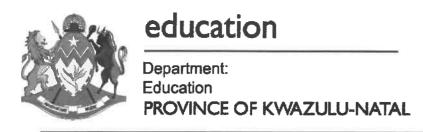
- Information Systems
- Information Technology
- Systems Design
- Web Design
- Computer Science
- Programming & Networking
- Management Information System
- Statistic
- GIS
- ICT

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

#### ➤ Head Office

Requirements: Degree/ Diploma in :

- Online Communication
- Editing Specialist

- 4. Supply Chain Management/ Assets, Logistics And Disposal: (Ref No. KZNDE/ 004/Intern)
  - > Head Office

Requirements: Degree/ Diploma in:

• Supply Chain Management

- 5. Organisational Development: (Ref No.KZNDE/005/Intern)
  - ➤ Head Office

Requirements: Degree/ Diploma in:

- Work Study
- Production/ Operational Management
- 6. Legal Services (Ref No. KZNDE/006/Intern)
  - > Head Office

Requirements: Degree

• LLB

- 7. Facilities Management and Auxiliary Services (Ref No. KZNDE/007/Intern)
  - > Head Office

Requirements: Degree/ Diploma in:

- Public Management
- 8. Infrastructure Planning and Development (Ref No. KZNDE/008/Intern)
  - > Head Office

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/009/Intern)
  - > Head Office

Requirements: Degree/ Diploma in

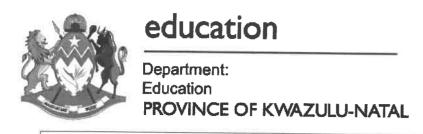
- Library Science
- Library and Information Science
- Sports Administration/ Science
- Psychology/ Pyscho Social
- Educational Counselling
- Social Work/ Counselling

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

> Head Office

Requirements: Degree/ Diploma in:

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

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## In addition, applicants must be:

- South African citizen
- Unemployed graduates between the age of 18-35 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
- 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.

Applicants should address their applications to the relevant districts as indicated on post above applications should therefore be submitted in the Z83 form obtainable from any government office, indicating the Reference Number of the field applied for and must include certified copies of the following documents, which should neither be faxed nor e-mailed:

- South African Identify document
- A recent detailed CV
- Degree or Diploma, and Matric Certificate
- A full academic record indicating individual modules or courses

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

The closing date for applications is day 13/03/2020 and the following are offices where application forms should be submitted:

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Department:
Education
PROVINCE OF KWAZULU-NATAL

| OFFICE                    | CONTACT PERSON                     | TELEPHONE<br>NUMBERS                    | ADDRESS   |
|---------------------------|------------------------------------|---|---|
| Head Office               | Mrs. B.C Sithole<br>Mr. S. Funeka  | 033 846 5283<br>033 846 5294/5292       | 228 Pietermaritz Street NED<br>Building<br>Pietermaritzburg   |
| UMgungundlovu<br>District | Ms CN Sithole                      | 033 355 2214                            | Old mutual building 185<br>Langalibalele 3 <sup>rd</sup> floor  |
| Pinetown District         | Mr H. Ammerchund                   | 031 7372076                             | 17 Crompton Street (Former Italia Building), Pinetown   |
| Umlazi District           | Mr MB Khathi                       | 031 360 6354                            | 8 <sup>th</sup> Floor, Truro House, 17<br>Victoria Embankment   |
| ILembe District           | Ms NA Ngonyama                     | 032 439 6184/6184                       | Corner R105 and Link Road<br>KwaDukuza 4450   |
| Zululand District         | Mrs NA Buthelezi<br>Mr AM Mdlalose | 035 874 1102<br>035 874 1290            | Parkhome No. 11, Cnr. South<br>and West Park home,<br>Vryheid, 3100 or King<br>Dinuzulu Highway, 2 <sup>nd</sup> Floor<br>Administrative Building,<br>Ulundi 3838 |
| UGu District              | Mr R. Mark                         | 039 688 8600<br>039 688 8865            | 03 Jan Smuts. P/Shepstone   |
| Harry Gwala District      | Mr B. Mkhanyawo                    | 039 797 3700                            | 8 Main Street, Kokstad  |
| UThukela District         | Ms S Nkosi<br>Ms FP Cindi          | 036 638 5250<br>036 636 5248            | 216 Queensgate Bld, Cnr.<br>Queen and Keate Street,<br>Ladysmith  |
| UMzinyathi District       | Mrs Mabanga                        | 034 219 2103/2761                       | No. 40 Wilson Street,<br>Dundee, 3000   |
| Amajuba District          | Mr B Mdlalose<br>Ms X Jili         | 034 328 4586<br>034 328 4562            | 113 Panorama Drive,<br>Lennoxton, Newcastle, 2940   |
| King Cetshwayo District   | Mr BE Mazibuko<br>Mr JV Ntuli      | 035 901 1457<br>035 901 1407            | Cnr. Maxwell and Hancock<br>Avenue, Empangeni   |
| UMkhanyakude District     | Ms Z B Makhunga                    | 035 573 9600/9767<br>035 573 9857/ 9858 | Cnr. Thubalethu & Telebhe<br>Road, Mkhuze, 3965   |

Advocate B.M. Masuku

**DDG:** Corporate Management

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