



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries:
Imibuzo: BRS Nene
Navrae:

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

Date:
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

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

- **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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	<p>3. Communications & Publications: (Ref No. KZNDE/003/Intern)</p> <p>➤ Head Office</p> <p>Requirements: Degree/ Diploma in :</p> <ul style="list-style-type: none">• Online Communication• Editing Specialist
<p>4. Supply Chain Management/ Assets, Logistics And Disposal: (Ref No. KZNDE/ 004/Intern)</p> <p>➤ Head Office</p> <p>Requirements: Degree/ Diploma in:</p> <ul style="list-style-type: none">• Supply Chain Management	<p>5. Organisational Development: (Ref No.KZNDE/005/Intern)</p> <p>➤ Head Office</p> <p>Requirements: Degree/ Diploma in:</p> <ul style="list-style-type: none">• Work Study• Production/ Operational Management
<p>6. Legal Services (Ref No. KZNDE/006/Intern)</p> <p>➤ Head Office</p> <p>Requirements: Degree</p> <ul style="list-style-type: none">• LLB	<p>7. Facilities Management and Auxiliary Services (Ref No. KZNDE/007/Intern)</p> <p>➤ Head Office</p> <p>Requirements: Degree/ Diploma in :</p> <ul style="list-style-type: none">• Public Management
<p>8. Infrastructure Planning and Development (Ref No. KZNDE/008/Intern)</p> <p>➤ Head Office</p> <p>Requirements: Degree/ Diploma in :</p> <ul style="list-style-type: none">• Quantity Surveying• Civil / Structure Engineering• Building Management• Geographical Information Systems• Geography and Environmental Management• Electrical Engineering• Built Environment• Town and Regional Planning	<p>9. Specialist Fields (Ref No. KZNDE/009/Intern)</p> <p>➤ Head Office</p> <p>Requirements: Degree/ Diploma in</p> <ul style="list-style-type: none">• 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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OFFICE	CONTACT PERSON	TELEPHONE NUMBERS	ADDRESS
Head Office	Mrs. B.C Sithole Mr. S. Funeka	033 846 5283 033 846 5294/5292	228 Pietermaritz Street NED Building Pietermaritzburg
UMgungundlovu District	Ms CN Sithole	033 355 2214	Old mutual building 185 Langalibalele 3 rd floor
Pinetown District	Mr H. Ammerchund	031 7372076	17 Crompton Street (Former Italia Building), Pinetown
Umlazi District	Mr MB Khathi	031 360 6354	8 th Floor, Truro House, 17 Victoria Embankment
ILembe District	Ms NA Ngonyama	032 439 6184/6184	Corner R105 and Link Road KwaDukuza 4450
Zululand District	Mrs NA Buthelezi Mr AM 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	Mr R. Mark	039 688 8600 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 Ms FP Cindi	036 638 5250 036 636 5248	216 Queensgate Bld, Cnr. Queen and Keate Street, Ladysmith
UMzinyathi District	Mrs 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 BE Mazibuko Mr JV Ntuli	035 901 1457 035 901 1407	Cnr. Maxwell and Hancock Avenue, Empangeni
UMkhanyakude District	Ms Z B Makhunga	035 573 9600/9767 035 573 9857/ 9858	Cnr. Thubalethu & Telebhe Road, Mkhuze, 3965


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Advocate B.M. Masuku
DBG: Corporate Management

3/3/2020
Date

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