



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries:
Imibuzo: BRS Nene
Navrae:

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

Date:
Usuku: 05/03/2020
Datum:

**TO: DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS**

**ATTENTION: HEADS OF SECTIONS AT HEAD OFFICE
DISTRICT DEPUTY DIRECTORS: HRD & ER**

**SUBJECT: NOMINATION OF MEMBERS TO PARTICIPATE IN THE SELECTION COMMITTEE
AND INTERVIEW PANELS FOR INTERNSHIP PROGRAMME 2020/21**

1. The Department through HR Capacity Development formerly known as HRD Planning and PSA HRD: Bursaries and Internships sub-directorate is embarking on the process of recruiting interns for the financial year 2020/21.
2. As part of implementing the programme, applicants who have applied are subjected to the selection process and ultimately the interviews, which both have been planned for, for the months of March and April respectively. **The proposed dates for the selection are 16-17 March 2020 at Lamontville Education Centre (for Head Office). Districts Offices:** Kindly refer to the management plan attached and note that from the 16th of March to the 25th of March those weeks are set aside for interviews for both Head and District offices.
3. It is therefore in this regard that we request Directorates and Districts to nominate officials who will participate in both the selection process as well as the interviews as representatives of their respective offices.
4. Such names should then be forwarded to the Office of the director: HR Capacity Development for the attention of:

Ms. B.C Sithole - Cynthia.mkhize@kzndoe.gov.za (033 846 5283)

Mr. S.T Funeka - Sizwe.Funeka@kzndoe.gov.za (033 846 5294)

5. Your continuous support towards the implementation of the programme is always appreciated.

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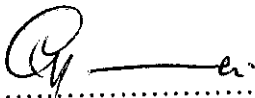


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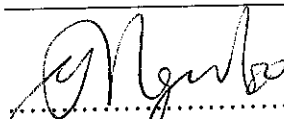
Recommended / ~~Not recommended~~


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Mr M.R.C Msweli
Director: HR Capacity Development

09/03/2020
.....
Date

Supported / ~~Not Supported~~


.....

Mr. G.N Ngcobo
Chief Director: Human Resource Management

9/3/2020
.....
Date

Approved / ~~Not Approved~~


.....

Adv. M.B Masuku
DDG: Corporate Management

9/3/2020
.....
Date

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MANAGEMENT PLAN FOR INTERNSHIP PROGRAMME 2020/21

SCHEDULED DATES FOR SHORTLISTING

- 10-11 March 2020 : Issue letters to Head office Directors, Districts directors to nominate reps and endorse such names as people who will be serving as members of the shortlisting and interview panels.
- 12 March 2020 : Booking of venues for shortlisting (including boardrooms Head Office).
- 13 March 2020 : Closing Date for Applications.
- 16-17 March 2020 : Shortlisting at Head Office.
- 18-19 March 2020 : Phoning of selected candidates to attend interviews (Head Office).
- 20-25 March 2020 : Interviews @ Head Office.
- 26-27 March 2020 : Preparations for final submission to Top Management.
- 30-31 March 2020 : Placement and signing of contracts.

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HEAD OFFICE

AREAS OF FOCUS IN RESPECT OF DIRECTORATES

- Finance (CFO)
- HRCD (e.g. Training and Development, Bursaries & Internships, Skills Dev, EAP)
- Resource Planning
- District Operations Management
- Employee Relations
- Finance (Salaries & Tax Mngt.)
- Finance (Budget & Expenditure, Accounts & Payments)
- SNES (e.g. HIV, Psycho-social, Special Education, Career Guidance)
- Curriculum Gr R-9
- Supply Chain Management (e.g. Demand & Acquisitions)
- Organisational Development
- Auxillary Services (e.g. Facilities Management, Records Management & OHS)
- Assets and Disposals
- Legal Services
- Communication and Publications
- Information Technology
- MST & ICT
- EMIS
- Infrastructure Planning and Delivery
- Governance and Management
- Inclusive Education
- Quality Assurance
- IDS
- Internal Audit
- Corporate Management
- Teacher Development
- Rural academic Support
- Nutrition
- ELITS
- HOD Office
- Finance (Accounting services)
- Security Advisory services
- Youth and public participation

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PROPOSED INTERVIEW PANELS:

**REPRESENTATIVES TO PARTICIPATE IN INTERVIEWS PANELS SHALL BE
NOMINATED BY RESPECTIVE DIRECTORATES**

HEAD OFFICE

Bursaries and Internships officials have been deployed to participate in the interview processes as highlighted below:

20 March 2020 (DAY ONE)

SESSION 1 - @ 09h00

Panel 1 : Mrs. S Mndaweni & Mr. S. Sithole @Room 108A.

HRCD (EAP)

Panel 2 : Mr AS Nxele & Ms. N. Mnguni @Boardroom 320.

Finance (Salaries and tax Mngt)

Panel 3 : Mr BG Zondi & Ms. N. Mbatha @Rm 117, NED Bld.

Facilities Management and Auxiliary Service

Panel 4 : Mr BRS Nene @Malgate.

Quality Assurance

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Panel 5 : Mr ST Funeka & Ms. K.H Buthelezi **@Boardrm 320.**
ICT & MST, EMIS`

Panel 6 : Mrs. BC Sithole & Mr. T. Ndlovu **@Room 113.**
Internal Audit

SESSION TWO - @13:00

Panel 7 : Mr AS Nxele & Ms. N. Mnguni **@Room 108 A.**
Resource Planning

Panel 8 : Mrs. S Mndaweni & Mr. S. Sithole **@Room 113**
Rural Academic support

Panel 9 : Mr ST Funeka & Ms. K.H Buthelezi **@HOD Office**
HOD Office

23 March 2020 (DAY TWO)

SESSION 1 @09:00

Panel 1 : Mr. S. Funeka & Mr. S. Sithole **@5th Floor Boardrm.**
SNES

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Panel 2 : Ms. S. Mndaweni & Ms. N. Mbatha **@OD's Offices.**

Organisational Development

Panel 3 : Mr BG Zondi & Ms. K.H Buthelezi **@Legal Services Offices.**

Legal Services

Panel 4 : Mr AS Nxele & Ms. N Mnguni **@Communications Offices**

Communications and Publications

Panel 5 : Mrs. BC Sithole & Mr. T. Ndlovu **@Boardroom 320.**

IT

SESSION TWO @13:00

Panel 6 : Mr BG Zondi & Ms. K.H Buthelezi. **@5th Floor Boardroom.**

IDS

Panel 7 : Mr. S. Funeka & Mr. S Sithole **@Room 113 A, NED.**

District Operations Management

Panel 8 : Mr AS Nxele & Ms. N Mnguni **@Boardroom 320**

ELITS

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Panel 9 : Ms. S. Mndaweni & Ms. N. Mbatha @Boardroom 320

Nutrition

Panel 10 : Mrs. BC Sithole & Mr. T. Ndlovu. @5th Floor Boardroom

Finance (Accounting services)

24 March 2020 (DAY THREE)

SESSION ONE @09:00

Panel 1 : Mr BRS Nene @Teacher Dev Office.

Teacher Development

Panel 2 : Mr S. Funeka & Ms. K.H Buthelezi @CFO's Office.

Finance (CFO)

Panel 3 : Mr. BRS Nene @ER's Offices.

ER

Panel 4 : Mrs. BC Sithole & Mr. T Ndlovu @Room 108 A, NED Bld.

Assets and Disposals

Panel 5 : Mr. B.G Zondi & Ms. N. Mbatha @Room 113, NED Bld.

Inclusive Education

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Panel 6 : Mr. AS Nxele & Ms. N. Mnguni @Room 113.

Infrastructure Planning and Delivery

SECTION TWO @13:00

Panel 7 : Ms. B.C Sithole & Mr. T. Ndlovu @Boardroom 320.

Curriculum Gr R-9

Panel 8 : Ms S Mndaweni & Mr. S. Sithole @5th Flr /Rm NED

Corporate Management

Panel 9 : Mr B.G Zondi & N. Mbatha @5th Floor Boardroom.

Supply Chain Management

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25 March 2020 (DAY FOUR)

SESSION ONE @09:00

- Panel 1 : Mr. S Sithole & Ms. N Mnguni @Boardroom 320
Curriculum Gr 10 – 12 (FET)
- Panel 2 : Ms. N Mbatha & Mr. T. Ndlovu @5th Floor / Rm NED
Finance (Budget)
- Panel 3 : Mr S. Funeka & Ms. K.H Buthelezi (to be confirmed)
Security Advisory services
- Panel 4 : Ms S Mndaweni & Mr. AS Nxele (to be confirmed)
Youth and public participation

Kindly note that if Your Directorate does not appear on this list above, that will mean you have not indicated that you need Interns for 2020/21.

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