



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

Private Bag X9137, PIETERMARITZBURG, 3200

8 Pietermaritz Street, Pietermaritzburg, 3201

Fax: 033 846 5294 Tel: 033 846 5197

Date: 5 January 2026

HUMAN RESOURCE DEVELOPMENT

Enquiries: MR VB MAPHUMULO

Ref. 4/4/2/2/3

### KZN CIRCULAR No. 01 OF 2026

#### ADVERTISEMENT FOR GRADUATE INTERNSHIP PROGRAMME 2026/28

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 graduates 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 Higher Education Institutions, to undertake graduate internship programme 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
- Employee Relations
- Labour Law
- Management Assistant
- Monitoring and Evaluation
- Strategic Planning and Management
- Business Management/ Business Administration

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

Requirements: Degree/ Diploma in:

- Information Systems
- Information Technology
- Programming & Networking



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- Management Information System
- Business Information and Management

**3. Communications and Publications (Ref No. KZNDE/003/Intern)  
(PIETERMARITZBURG BASED ONLY)**

Requirements: Degree/ Diploma in:

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

**4. Supply Chain Management: (Ref No. KZNDE/004/Intern)**

Requirements: Degree/ Diploma in :

- a. Supply Chain Management
- b. Project Management
- c. Logistics Management

**5. Organisational Development: (Ref No. KZNDE/005/Intern)  
(PIETERMARITZBURG ABASED ONLY)**

Requirements: Degree/ Diploma in:

- Work Study
- Production/ Operational Management

**6. Legal Services: (Ref No. KZNDE/006/Intern)  
(PIETERMARITZBURG BASED ONLY)**

Requirements: Degree in:

- LLB

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

Requirements : Degree/ Diploma in:

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



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- Environmental Studies

#### **8. Infrastructure Planning and Delivery (Ref No. KZNDE/008/Intern)**

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. Special Needs Education and Inclusive Education (Ref No. KZNDE/009/Intern)**

Requirements: Degree/ Diploma in:

- a. Psychology/Psycho Social
- b. Social Worker
- c. Career Guidance

#### **10. Education Library and Information Services (Ref No. KZNDE/0010/Intern)**

Requirements: Degree/Diploma in:

- a. Library and Information Science

#### **11. Inter-Governmental Relations (Ref No. KZNDOE/0011/Intern)**

Requirements: Degree/Diploma in:

- International Relations.
- Political Science.
- Government Business and Ethics; and
- Policy Development

#### **12. Occupational Health and Safety (Ref No. KZNDE/0012/Intern)**

Requirements: Degree/Diploma in:

- Occupational Health and Safety
- Safety Management
- Safety Health and Environmental
- Disaster Management



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##### **13. Finance (Ref No. KZNDE/0013/Intern)**

Requirements: Degree/ Diploma in:

- Accounting
- Financial Management
- Cost and Management
- Taxation /Tax Administration
- (Internal) Auditing

##### **14.Co-curricular (Ref No. KZNDE/0014/Intern)**

Requirements: Degree/ Diploma in:

- Sport Management
- Sport Science
- Music

##### **Requirements:**

**All applicants must meet the following requirements**

- South African citizen
- Unemployed graduates without relevant work experience
- Currently not studying
- Unemployed graduates who have not previously participated in the graduate internship programme
- Prepared to enter into a contractual agreement with the department
- Available for placement in the Departmental offices across the province
- **People with disabilities are encouraged to apply**

**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 (PMB) 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



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- Recently certified copy of South African Identity Document
- A recent detailed Curriculum Vitae (CV)
- Recently certified copy of Matric Certificate
- Recently certified copy of Degree or Diploma certificate. Diploma from TVET Colleges/Letter from DHET declaring competence and confirming graduation
- A full academic record indicating individual modules or courses passed/ completed
- Proof of Residence must be attached (once interns have been placed no transfers will be allowed due to incorrect information provided)
- Proof of Registration with the relevant body/council

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 certificates. Where an applicant has not been contacted within 2 months from the closing date, the applicant must kindly consider that their application has been unsuccessful. The department reserves the right to place or not to place applicants based on its needs and requirements.

**Closing date for applications: 27/02/2026**

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REPUBLIC OF SOUTH AFRICA**KZN CIRCULAR No. 01 OF 2026****ADVERTISEMENT FOR GRADUATE INTERNSHIP PROGRAMME 2026/28****Applicants should hand deliver their applications to their nearest offices as indicated below.**

<b>OFFICE</b>	<b>CONTACT PERSON</b>	<b>TELEPHONE NUMBERS</b>	<b>ADDRESS</b>
Head Office	Mrs. B.C. Sithole Mr. S. Funeka	033 846 5197/5506 033 846 5294/5292	228 Pietermaritz Street, Ex-NED Building Pietermaritzburg, 3201
Umgungundlovu district	Mr. S. Daniso	033 355 2256	3 <sup>rd</sup> Floor, Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg, 3201
Pinetown district	Mr. Z. Gagai	031 737 2003	17 Crompton Street, (Former Italia Building) Pinetown, 3600
Umlazi district	Mrs. N. Msomi	031 360 6354	8 <sup>th</sup> Floor, Truro House, 17 Margaret Mncadi, Durban, 4001
Ilembe district	Mrs. N.A. Ngonyama	032 439 6184/6184	Corner R105 and Link Road, KwaDukuza, 4450
Zululand district	Mr. M.C. Sibanyoni	035 874 1102 035 874 1290	Parkhome No. 11, Cnr. South and West Park home, Vryheid, 3100 or King Dinuzulu Highway, 2 <sup>nd</sup> Floor Administrative Building, Ulundi, 3838
Ugu district	Mrs. T.N. Ngcobo	039 688 8808	03 Jan Smuts. Port Shepstone, 4240
Harry Gwala district	Mr. B.M. Mkhanyawo	039 797 3700	8 Main Street, Kokstad, 4700
Uthukela district	Mr. W.B. Ntshangase	036 638 7793/94	49 Murchison Street, Ladysmith, 3370
Umzinyathi district	Mr. T. Venge	034 219 2103/2761	No. 40 Wilson Street, Dundee, 3000
Amajuba district	Mr. B.N. Mdlalose	034 328 4586 034 328 4562	113 Panorama Drive, Lennoxton, Newcastle, 2940
King Cetshwayo district	Mr. B.E. Mazibuko	035 901 1457 035 901 1407	Cnr. Maxwell and Hancock Avenue, Empangeni, 3880

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Umkhanyakude district	Mr. S.A Mkhwanazi	035 573 3858	Cnr. Thubalethu and Telembe Road, Mkuze, 3965
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**Mr GN Ngcobo**  
**Head of Department**

**Date**