

SANPARKS: Graduate / Internship Programme 2018

Location: Groenkloof (Head Office)

Salary: R 5 000

The South African National Park hereby offers internship opportunities to South African graduates. Applications are invited from candidates in the following disciplines/fields of study:

- Internal Audit
- Marketing

Requirements:

Who is eligible to apply?

Unemployed South African graduates, with a tertiary qualification (Degree or National Diploma) in one of the abovementioned fields of study, who have not been previously employed and attended any internship programme.

Responsibilities:

The duration of the Internship will be one (1) year with a monthly stipend of R5000.00 will be paid to successful candidates.

Applicants must clearly specify their fields of interest from the list above, as well as location) accompanied by a typed CV, certified copies of Qualifications and copy of ID.

How To Apply

Interested persons **who meet the requirements** should forward their applications and detailed Curriculum Vitae to the following address:

Human Resources Division

SA National Parks

PO Box 787

Pretoria

0001

Fax: 086 295 4078

Email: jobapplications@sanparks.org

Joburg Market: Graduate / Internship Programme 2018

Closing Date: 23 February 2018 at 12h00

The Joburg Market Invites interested young graduates to participate

in its 2018/19 internship programme (Stipend: R6 000 per month)

Joburg Market is inviting currently unemployed HET (University) graduates between the ages 18 – 25 years, with minimum Degree qualifications from a recognised higher education institution to apply to participate in a twelve (12) months internship programme. Preference will be given to South African citizens who have never participated in any internship programme.

The programme runs from April 2018 to March 2019 at the Joburg

Market offices in City Deep.

Joburg Market will respond only to shortlisted candidates, so if you have not heard from us with 30 days you can assume your application was unsuccessful.

Only applicants who have completed their graduate programmes will be considered

<p>Supply Chain Management Grad / Intern [X2]</p> <ul style="list-style-type: none">• <i>Purchasing Management or Supply chain Management / Logistics and SCM or similar</i>
<p>Information Technology Grad / Intern [X2]</p> <ul style="list-style-type: none">• <i>Networking / Hardware administration / CompTIA or Software Development / Design or similar</i>
<p>Budgeting Grad / Intern [X2]</p> <ul style="list-style-type: none">• <i>Cost and Management Accounting / Financial Account or similar</i>
<p>Internal Audit Grad / Intern [X2]</p> <ul style="list-style-type: none">• <i>Internal Auditing</i>
<p>Enforcement and Compliance Grad / Intern [X2]</p> <ul style="list-style-type: none">• <i>Environmental Management / Waste Management or similar</i>
<p>Agri-Business Grad / Intern [X2]</p> <ul style="list-style-type: none">• <i>Agriculture Business or Agricultural Economics</i>
<p>Quality Assurance Grad / Intern [X1]</p> <ul style="list-style-type: none">• <i>Food Technology / Agriculture Management</i>
<p>SHE Grad / Intern [x3]</p> <ul style="list-style-type: none">• <i>Health and Safety Management</i>
<p>Marketing and Communication Grad / Intern [X2]</p> <ul style="list-style-type: none">• <i>Communications / Media Studies / Journalism / Marketing / Graphic Design</i>
<p>Property Management Grad / Intern [X1]</p> <ul style="list-style-type: none">• <i>Property or Facilities Management</i>

<p style="text-align: center;">Human Resources Grad / Intern [X2]</p> <ul style="list-style-type: none"> • <i>Human Resources Management / Development</i>
<p style="text-align: center;">Engineering Grad / Intern [X1]</p> <ul style="list-style-type: none"> • <i>Electrical Engineering / Civil Engineering</i>
<p style="text-align: center;">Labour Relations Grad / Intern [X1]</p> <ul style="list-style-type: none"> • <i>Labour Law / Employee Relations</i>
<p style="text-align: center;">Commission Business Grad / Intern [x2]</p> <ul style="list-style-type: none"> • <i>Business Management / Retail Management</i>

How To Apply

NB: Only applicants who have not been on internship training programme before will be considered. Applications must be accompanied by an application letter, certified copies of ID and qualifications. No hand delivered applications will be accepted.

Enquiries: 011 992 8039, Freddie Chokoe 5th floor, Joburg Ma main budding. Email CV's to: internship@joburgmarket.co.za

NHBRC Invites Unemployed Graduates Between 18 to 35 Years

The NHBRC invites Unemployed Graduates between 18-35 years of age to apply for 12 Months Internship Programme. Young people who have never participated in any Public Service internship programme in any government department are invited to apply.

THE NHBRC INTERNSHIP PROGRAMME

The NHBRC invites Unemployed Graduates in various fields to apply for a 12-months Internship Programme.

This is strictly for young people between 18 & 35-years-old.



Interns will receive a monthly stipend for the 12 months in the programme. The National Home Builders Registration Council is committed to providing equal employment opportunities for persons with disabilities and those individuals from the historically disadvantaged groups.

Human Capital

- *N. Diploma / Degree Human Resources / Psychology / Ind. Psychology / Organisational Development*
Sunninghill

Legal & Compliance Services

- *LLB Degree*
Sunninghill

Education, Training & Development

- *N. Diploma / Degree Human Resources; Training & Development / Industrial Psychology / Org Development*
National / Eric Molobi

Geographic Information System

- *N. Diploma / Degree Information System / Geographic Information System / Computer Systems*
Sunninghill / Eric Molobi

Marketing, Communication & Stakeholder Management

- *N. Diploma / Degree Marketing; Communications / Journalism / Cert. Graphic Design*
National

Internal Audit

- *N. Diploma/ Degree Auditing / Finance / Business Admin*
Sunninghill

Risk Management

- *N. Diploma / Degree Health and Safety / Risk Management*
Sunninghill

Information Technology

- *Diploma /Degree / Cert. MCSE / Networking / A+*
Sunninghill

Finance & Supply Chain Management

- *N. Diploma / Degree Supply Chain Management Accounting / Finance*
Sunninghill

Engineering & Inspection Services

- *N. Diploma/ Degree Civil or Structural Engineering*
National

Engineering & Inspection Services

- *N. Diploma / Degree in the Built Environment*
National

How To Apply

For application, CV and supporting documents should be sent to the following address using the subject: "NHBRC Internship Programme" Indicating the programme and the location-
Email: internship@nhbrc.org.za

Closing date: 16 February 2018

South African Air Force (Pilots / Navigators/ Engineers)

South African Air Force (Pilots / Navigators/ Engineers)

Closing Date: 28 February 2018

Location: ♦ Gauteng ♦ Eastern Cape ♦ Free State ♦ Northern Cape ♦ Limpopo ♦ Mpumalanga ♦ Western Cape ♦ North West ♦ KZN

- Members with Commercial Pilots Licence (CPL) not older than 26 years of age with Level – 4
- Maths and Science required.
- 26 Years if in possession of a degree with Level – 4 Maths and Science
- 18–24 Years – Completed Grade 12 or or Equivalent (University Entrance) Mathematics and Physical Science minimum Level – 4 (Essential);
- English Level-4 (Essential)
- Mathematics and Physical Science (N4 to N5 minimum-60%; N6 or 1st year University of Technology or University minimum-50%)
- RSA Citizen (No dual citizenship)

- Unmarried
- Not Area Bound
- No Criminal Record
- Physically Fit
- Medically Fit
- No Hearing Impairment (No hearing aid)
- Have 6/6-eye vision (No contact lenses or corrective lenses or surgery)

[Download Application Form for SA Air Force \(Pilots / Navigators/ Engineers\) Traineeship Programme](#)

[**Nelson Mandela Bay: Graduate / Internship Programme 2018**](#)

Closing Date: 01 February 2018

Location: Port Elizabeth

Stipend: R4500 (ND), R5000 (Bachelor's Degree), R5500 (Hons), R6500 (Masters), R7700 (PhD).

Unemployed Graduates in Science, Engineering and Technology ONLY. This is a 12 months contract position.

Graduates will be required to:

Assist with School Science Support Programmes (in-house and outreach programmes). Assist with administrative duties. Assist with the monitoring and evaluation of the Science Centre's programme

Requirements

- A science diploma / degree with Chemistry, Physics,

Mathematics, Biology and Microbiology majors or an Engineering qualification.

- Good communication skills
- Driver's licence will be advantageous
- Be between 18 – 35 years

Travel and relocation costs will be for the candidates' own expenses

How To Apply

Send application (CV, covering letter and supporting documents) to: hr@mdba.co.za or hand deliver your application at: Development Agency, 1st floor Tranways Building, Corner Valley Road & South Union Street.

DHET is looking for interns .
360x SALARY : R5 353.78 per
month

2018/2019 INTERNSHIP PROGRAMME APPLICATIONS

: Please forward your application, quoting the reference number to: The DirectorGeneral, Department of Higher Education and Training, Private Bag X 174, Pretoria, 0001 or Hand Deliver to: 123 Francis Baard Street (Former Schoeman Str.) Pretoria.

CLOSING



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DATE : 02 February 2018, 16H00 NOTE : The department of Higher Education and Training invites South Africans unemployed graduates who are between the ages of 18-35 to apply for 2018/2019 internship programme. Applications must be submitted on z83 form obtainable from any Public Service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including drivers licence (where it is required). Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender, disability and TVET graduates are encourage to apply. Correspondences will be limited to successful candidates only. Suitable candidates will be subjected to personnel suitability checks (qualification/study verification). Successful candidates will also be subjected to security clearance processes. Please visit: www.dhet.gov.za for additional information and programmes on offer. Applications received after the closing date or faxed and emailed applications will not be considered OTHER POSTS

POST 03/13 : INTERNSHIP (REF NO:

DHET CF0/2018/01) Branch: CF0 Directorate: Development Support and Public Entities SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/Degree: Administration/ Financial

Management/Development Studies/ Accounting as recognised by SAQA. DUTIES : The successful candidate will be responsible to provide Oversight, monitoring and evaluating compliance reports by public entities. Provide administration support within the Directorate. Provide support to management of tranche applications for programme and projects funded by donors and grants. Assist in compiling and analysing financial reports. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/14 : INTERNSHIP (REF NO: DHET CF0/2018/02) Branch: CF0 Directorate: Office of the CFO SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/B Com: Office Management or Filing or Administration or Accounting recognised by SAQA. DUTIES : The successful candidate will be responsible to Prepare financial reports on Departmental Development Fund. Perform other duties delegated from time to time in the unit. Provide generic front office management and reception services, Filing and records management. Provide administration functions. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125 14

POST 03/15 : INTERNSHIP (REF NO: DHET CF0/2018/03) Branch: CF0 Directorate: Compliance, Internal Auditing SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/Degree/B Com: Compliance or Internal Auditing Accounting as recognised by SAQA. DUTIES : The successful candidate will be responsible to assist with compliance verification or testing and monitoring. Assist with conducting follow-ups on Audit Action Plan. Perform any ad-hoc tasks relevant to compliance ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/16 : INTERNSHIP (REF NO: DHET CF0/2018/04) Branch: CF0 Directorate: Financial Services SALARY : R5 353.78 per month

CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/Degree/B Com: Finance with Accounting as passed subject recognised by SAQA. DUTIES : The successful candidate will be responsible to Provide financial and administrative support to projects. Assist with monitoring of National Skills Fund projects. Assist with processing of expenditure and debt transactions. Assist with Payroll management, cash flow and budgeting. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/17 : INTERNSHIP (REF NO: DHET CF0/2018/05) Branch: CFO Directorate: Supply Chain Management and Assets Management SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/Degree: Logistics Management or Public Admin or Supply Chain or Inventory or Demand and Acquisition recognised by SAQA. DUTIES : The successful candidate will be responsible to processing orders, payments, travel and accommodations and logistics. Receiving of requisitions, sourcing of quotations, Selecting of suppliers from CSD. Filling of Supply Chain Management documents ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/18 : INTERNSHIP (REF NO: DHET P/2018/06) Branch: Planning, Policy and Strategy Directorate: Research Coordination, Monitoring and Evaluation SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate Master's Degree: Social Science (Education) and National Diploma: Public Admin recognised by SAQA. DUTIES : The successful candidate will be responsible to provide assistance with project support. Assist with summaries of reports Conduct internet research and undertake literature reviews. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/19 : INTERNSHIP (REF NO: DHET P/2018/07) Branch: Planning, Policy and Strategy Directorate: Career Development

Services 15 SALARY : R5 353.78 per month CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma: Financial
Management or Auditing or HRM or Computer Science recognised
by SAQA. DUTIES : The successful candidate will be responsible
to provide assistance with maintaining of various Career
Development Services projects budget. Assist the Deputy
Director: Information Support in programming. Develop APP's
for Career Development Services and Open Learning. ENQUIRIES :
Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M
Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/20 : INTERNSHIP (REF NO: DHET P/2018/08) Branch:
Planning, Policy and Strategy Directorate: System Monitoring
and Economic Analysis SALARY : R5 353.78 per month CENTRE :
Pretoria REQUIREMENTS : An appropriate Degree: Economics or
Econometrics or Statistics and Mathematics recognised by SAQA.
DUTIES : The successful candidate will be responsible to
provide office administration support. Provide secretariat
support and perform ad-hoc duties. ENQUIRIES : Ms N Khoza 012
312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312
5805/ Mr M Rooi 012 312 5125 POST 03/21 : INTERNSHIP (REF NO:
DHET P/2018/09) Branch: Planning, Policy and Strategy
Directorate: Legal and Legislative Services For Education
Institutions SALARY : R5 353.78 per month CENTRE : Pretoria
REQUIREMENTS : An appropriate Degree: LLB recognised by SAQA.
DUTIES : The successful candidate will be responsible to
provide assistance with legal research and handling
litigation. Provide legal advisory services and drafting legal
documents. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale
012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312
5125

POST 03/22 : INTERNSHIP (REF NO: DHET P/2018/10) Branch:
Planning, Policy and Strategy Directorate: Information System
Coordination SALARY : R5 353.78 per month CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma or Bachelor's
Degree: Management or Public Admin recognised by SAQA. DUTIES

: The successful candidate will be responsible to assist with the management of projects. Assist with the development of information standards. Provide secretariat services in the directorate meetings. Perform ad-hoc duties as may be delegated from time to time. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/23 : INTERNSHIP (REF NO: DHET P/2018/11) Branch: Policy and Strategy Directorate: Global Partnership, Africa and Middle East SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate BA Degree/ BA Honours: International Relations with Politics as major subject recognised by SAQA. 16 DUTIES : The successful candidate will be responsible to provide assistance with logistical and programmatic preparations to receive, host local and international guests. Perform general tasks as and when requested by Deputy Director and Assistant Director. Assist the Personal Assistant with ensuring the Director's office operations are carried out efficiently. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/24 : INTERNSHIP (REF NO: DHET P/2018/12) Branch: Policy and Strategy Directorate: Strategic Coordination and Secretariat Support, Social Inclusion and Equity SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/BA Degree: Management Assistant or Admin, Public Admin, Information Technology recognised by SAQA. DUTIES : The successful candidate will be responsible to assist with the development and compilation of the Department annual performance plan. Assist in collation of strategic and performance inputs from branches. Facilitate provision of stationary and office equipment. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/25 : INTERNSHIP (REF NO: DHET UE/2018/13) Branch:

University Education Directorate: Financial and Physical Planning SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/BA Degree: Accounting or Public Finance or Infrastructure or Health Science in Finance recognised by SAQA. DUTIES : The successful candidate will be responsible to assist with evaluation of clinical training grants reports from Universities. Assist with submissions to release funds. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/26 : INTERNSHIP (REF NO: DHET UE/2018/14) Branch: University Education Directorate: Office Of The Deputy Director-General: University Education SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate Honours Degree: Arts or Social Science or Education recognised by SAQA. DUTIES : The successful candidate will be responsible to provide with administration support in the office of the DDG: University Education. Conduct research on the HES. Support various research projects. Report writing and develop briefings. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/27 : INTERNSHIP (REF NO: DHET UE/2018/15) Branch: University Education Directorate: Private Higher Education Institutions SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/ Degree: Management or Economics or Social Science recognised by SAQA. DUTIES : The successful candidate will be responsible to assist in managing information. Assist in production of certificates. Evaluating of annual reports. 17 ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/28 : INTERNSHIP (REF NO: DHET UE/2018/16) Branch: University Education Directorate: Teaching & Learning Development and Teaching & Qualification Policy SALARY : R5

353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/Bachelor's Degree: Business or Office Admin or Public Admin or Infrastructure or Health Science in Finance recognised by SAQA. DUTIES : The successful candidate will be responsible for filing documents and other correspondences including meeting notes and decisions. Arrangements for travelling compile and submit travel claims accordingly ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/29 : INTERNSHIP (REF NO: DHET TVET/2018/17) Branch: Technical Vocational Education and Training Directorate: TVET Infrastructure Development Programme SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/ Degree: Project Management Admin or Public Admin Infrastructure or Health Science in Finance recognised by SAQA. DUTIES : The successful candidate will assist in project. Arrange meetings. Review reports. Compile reports. File documents. Records keeping and take minutes during meetings. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/30 : INTERNSHIP (REF NO: DHET TVET/2018/18) Branch: Technical Vocational Education and Training Directorate: Financial Planning SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate B Com: Financial Accounting or Economics or Econometrics recognised by SAQA. DUTIES : The successful candidate will assist in managing data collection processes draw. Analyse data and compile reports. Develop data tools and frameworks. Manage cash flow of the Directorate. Process substance and Travelling and cell phone claims on behalf of the Directorate. Plan, manage, monitor and reporting of the budget. Analysing financial statement and reporting. Funding norms development and implementation. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312

5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/31 : INTERNSHIP (REF NO: DHET TVET/2018/19) Branch: Technical Vocational Education and Training Directorate: Planning and Institutional Support SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/Bachelor's Degree: Public Management or Admin or Financial Management or Information Communication Technology or Information Technology recognised by SAQA. DUTIES : The successful candidate will assist in providing office administration support to the Directorate. Manage cash flow of the Directorate. Process substance and transport and cell phone claims on behalf of the Directorate. Coordinate meetings, conference and travelling arrangements 18 ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/32 : INTERNSHIP (REF NO: DHET TVET/2018/20) Branch: Technical Vocational Education and Training Directorate: Public TVET Colleges SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/ Degree /Bachelor: Public Management or Management or Business Studies recognised by SAQA. DUTIES : The successful candidate will assist in compiling and submit travel, substance and cell phones claims. Manage the filing system of the Directorate and retrieval of documents when required. Provide administration support to the Directorate in order to ensure that Directorate's administrative functions are performed well. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/33 : INTERNSHIP (REF NO: DHET CS/2018/21) Branch: Corporate Services Directorate: Communication & Media Liaison and Call Centre & Client Services SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/ Degree: Communications or Public Relations or Graphic Design or Journalism or Marketing Management or Management Assistant or Public Admin or Library & Information Science

recognised by SAQA. DUTIES : The successful candidate will be responsible for Journalism, photographing, social media, Exhibitions and media monitoring. Respond to enquiries through Call Centre, Fax and email. Handle procurement processes of the Chief Director's office. Assist with any other administration functions when required. Draft weekly plan for the Chief Director Manager and Submit to the office of the Deputy DirectorGeneral. Compile monthly, quarterly and annual reports. Respond to enquiries/queries through Call Centre, fax and email. Assist to manage DHET social media platform. Office administration (i.e. Couriering Branding bookings for travelling's, Procuring stationary, procuring communication equipment , Procuring Branding. Assist with the monitoring of internal communication platforms (i.e. notice board monitoring) ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/34 : INTERNSHIP (REF NO: DHET CS/2018/22) Branch: Corporate Services Directorate: Government Information Technology Office (GITO) SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/ Bachelor: Information Technology or Social Science or Computer Science recognised by SAQA. DUTIES : The successful candidate will be responsible to provide transversal system (BAS, PERSAL & LOGIS) support. Assist in the administration of the entire Microsoft network environment. Installation and maintenance of network infrastructure and software. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/35 : INTERNSHIP (REF NO: DHET CS/2018/23) Branch: Corporate Services Directorate: Facilities Management and Logistics Services SALARY : R5 353.78 per month CENTRE : Pretoria 19 REQUIREMENTS : An appropriate National Diploma/ Degree: Facilities of Property Management or Public Management or Project Management recognised by SAQA. DUTIES : The

successful candidate will assist with management of transport and Departmental GG vehicle. Render effective and efficient registry services. Payment of private and state owned Municipal services. Prepare documents and files them accordingly. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/36 : INTERNSHIP (REF NO: DHET CS/2018/24) Branch: Corporate Services Directorate: Human Resource Administration, Management and Development SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/ Degree: Human Resource Management and Development or Management Services or Industrial Psychology or Organizational Development or Public Administration or Office Management or Records Management recognised SAQA. DUTIES : The successful candidate will administer and processing of HR transactions and PERSAL. Coordinate recruitment and selection process such as capturing applications, arranging shortlisting and interviews. Assist with the Coordination of bursary audit. Assist with the coordination of skills programmes including Internship, Security Learnership and WIL programme. Assist in the development and implementation of the HR planning, employment equity and data analysis ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/37 : INTERNSHIP (REF NO: DHET CS/2018/25) Branch: Corporate Services Directorate: Labour Relations and Wellness SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/ Degree/ B Tech: Labour Relations or Laws Office Admin or Psychology or Wellness recognised SAQA. DUTIES : The successful candidate will perform counselling and make referrals. Assist in Psycho-Social interventions activities. Must have knowledge and understanding of Employee Health Wellness policies and framework. Understanding of collective bargaining,

negotiations and assistance with the disciplinary processes.
ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/38 : INTERNSHIP (REF NO: DHET CS/2018/26) Branch: Corporate Services Directorate: Office Of The Deputy Director-General: Corporate Services And Office Of The Chief Director: Human Resource Development SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/ Degree: Public Management or Admin or Office Management or Risk Management or Auditing or Forensic Auditing recognised SAQA. DUTIES : The successful candidate will be responsible for scanning files and hyperlinking of documents. Handling of confidential documents and responding to enquiries. Perform Risk Management and fraud prevention activities. Provide secretarial support to the Risk Management committee. Perform administrative duties ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125 20

POST 03/39 : INTERNSHIP (REF NO: DHET SD/2018/27) Branch: Skills Development Directorate: National Skills Fund and Work Intergrated Learning Programme SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/ Degree: Public Management or Financial Management or Project Management or Information Technology or Legal Assistance or Communication or Public Relation or Supply Chain Management or Internal Auditing or Management Assistance recognised SAQA. DUTIES : The successful candidate will assist managers with projects administration. Assist Directorates with office administration duties. Sorting of data from SETAs, UOT's and TVET. Managing incoming and outgoing of data to stakeholders. Perform other administrative duties. Assist to design relevant audit procedures for planned audits. Assisting with execution of audits as per the internal audit plan, in accordance with internal audit methodology and International Standards of Internal Audit. Assist with the conducting of

legal research and provide legal advice including drafting legal opinions. Assist with ensuring compliance to risk management policies, procedures and systems. Update the risk register, compliance report and central litigation and investment register. Assist with maintaining of accurate weekly timesheets and monitoring hours spend against available budget and provide regular reports. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/40 : INTERNSHIP (REF NO: DHET SD/2018/28) Branch: Skills Development Directorate: National Skills Authority SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/ Degree: Marketing or Communications Honours Degree: Information System or Research recognised SAQA. DUTIES : The successful candidate will assist in coordinating National Skills Authority advocacy Activities. Manage National Skills Authority media platforms. Assist in coordinating National Skills Authority events. Assist in developing National Skills Authority marketing and communication strategy ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/41 : INTERNSHIP (REF NO: DHET CET/2018/29) Branch: Community Education and Training Colleges Directorate: Institutional Development Support, Programme Curriculum, Development and Assessment SALARY : R5 353.78 per month CENTRE : Pretoria REQUIREMENTS : An appropriate National Diploma/ Degree: Office Management or Admin recognised SAQA. DUTIES : The successful candidate will monitor and report on Chief Director's budget. Arrange Prepare and record proceeding of meeting. Assist in procurement and other logistics. Provide administration support. ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/42 : INTERNSHIP (REF NO: DHET CET/2018/30) Branch:

Community Education and Training Colleges Directorate:
Regional Offices and Colleges (Provinces) SALARY : R5 353.78
per month CENTRE : Eastern Cape, Northern Cape, Western Cape,
North West, Mpumalanga, Limpopo, Free State, Kwazulu-Natal &
Gauteng 21 REQUIREMENTS : An appropriate National Diploma/
Degree: Human Resource Management or Public Admin or Office
Admin or Finance or Town Planning or Quantity Surveying or
Information Management or Information Technology or Accounting
or Management Assistant or Data Management recognised SAQA.
DUTIES : The successful candidate will provide administrative
support. Assist the CET directorates with distribution,
collection and capturing of annual snap surveys and
examination enquires. Assist with procurements processes and
making travelling arrangements. Filing documents relating to
corporate services. Assist with other administrative of the
entire Microsoft network environment. Installation and
maintenance of network infrastructure and software. Assist
with preparations of financial reports. Processing of
expenditure and debts transactions ENQUIRIES : Ms N Khoza 012
312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312
5805/ Mr M Rooi 012 312 5125

Munich Re: Graduate / Internship Programme 2018

Closing Date: 19 January 2018

Location: Johannesburg

The successful incumbent will be exposed to:

- Transforming client data into a useable format for analysis
- Ability to derive rates from pricing basis

- Ability to calculate group risk quotes for all benefits using the provided tools
- Understanding of the modelling and pricing transactions
- Learning how to use and run models
- Data checks and movement analysis

WE EXPECT

We are looking for graduates who meet the following requirements:

- Degree in Actuarial Science [Preferably Hons – (CT4; CT5; CT8 is highly preferable)] / Engineering / Risk Management (Hons) / Law / Maritime
- Must have obtained a minimum of four exemptions
- Good Excel Skills

The successful incumbent will possess the following:

- Be a student who graduated within the last two years
- Have an excellent academic record(65% and above)
- Be driven and passionate about learning
- Good analytical and communication skills
- Ability to work well under pressure

How To Apply

1. [Apply Online for the Munich Re Actuarial Graduate / Internship Programme](#)
2. [Apply Online for the Munich Re Engineering Graduate / Internship Programme](#) (no Mining Engineering)
3. [Apply Online for the Munich Re Commerce Graduate / Internship Programme](#) (
 - BCom Risk Management (Honours)
 - BCom Law
 - Maritime
)

DHET: Graduate / Internship Programme 2018

CLOSING DATE: 02 February 2018, Time: 16h00

Location: All Provinces

Stipend: R5353.78 pm

The Department of Higher Education and Training invites South African unemployed graduates who are between the ages of 18 – 35 to apply for the 2018 / 19 Internship Programme.

CF0

Development Support, Public Entities

- Assists with coordination and monitoring of funded Project.
 - Serve as a secretary for projects meetings
 - Compile submissions , Reports and Memos
 - Assist with oversight, Monitoring & Evaluating and compliance reports
 - Assist in compiling and analysing financial reports.
- N Dip / Degree: Administration, Financial Management , Development Studies, Accounting Ref No: CF0 / 2018 / 01

Office of the CFO

- Assist with preparations of financial reports on Departmental Development fund.
- Generic front office management and reception services, filing, records management and administrative functions.
- Perform ad – hoc duties as maybe delegated from time to time in the directorate

N Dip / B.Com: Office Management or Filing, Administration, Accounting. Ref No: CF0 / 2018 / 02

Compliance , Internal Audit

- Assist with planning and execute audits
- Assist with the design of audit programmes
- Assist with compliance verification / testing and monitoring.
- Assist with performing ad – hoc tasks relevant to compliance.

N Dip / Degree / B.com: Compliance, Internal Auditing Ref No:
CFO / 2018 / 03

Financial Services

- Capturing journals on BAS
- Processing PTMS on PERSAL System and BAS
- Processing of expenditure transactions; processing of debts transactions; Payroll management; Cash flow and budgeting
- Provide financial and administrative support to projects.

N Dip / Degree / B.com: Finance with Accounting, Ref No: CFO /
2018 / 04

Supply Chain Management , Assets Management

- Sourcing of price quotation
- Processing of orders and payments
- Filling of Supply Chain Management documents
- Ordering, Travel and Accommodation, Logistics, Transit, Receiving of requisitions, selecting suppliers from CSD (Central Supplier Database).

N Dip / Degree: Logistics, Purchasing Management , Public Admin, Supply Chain, Asset Management, Finance Ref No: CFO /
2018 / 05

Planning Policy & Strategy

Research Coordination, Monitoring and Evaluation

- Desktop Research, Report Writing, Recording Minutes and Management of research projects
- Logistical Planning, Secretarial Support and Administrative Support
 - Conduct internet re searches
 - Undertake literature reviews Master's Degree: Social Sciences (Education) ,
N Dip / Degree: Public AdminRef No: P / 2018 / 06

Career Deve lopment Services and Open Learning

- Assist with the maintenance of various CDS projects budget
 - Assist with analysis of financial information for CDS
 - Assist with the m anagement of CDS assets
 - Assist with the d evelop ment of APP's for Career Development Services and Open Learning.
- N Dip / Degree: Financial Management, AuditingRef No: P / 2018 / 07

System Monitoring & Economic Analysis

- Provide Office Administration
- Provide secretariat services Degree: Economics, Econometrics, Statistics & Mathematics.Ref No: P / 2018 / 08

Legal and Legislative Service for Education Institutions

- Provide logistical support to meetings , compile agenda, take minutes and arranging refreshments
 - Assist with legal advisory services, drafting of legal documents and legal research
- Degree: LLBRef No: P / 2018 / 09

Information System Coordination

- Manage small projects and assist with development of information standard
 - Provide secretariat services in the directorate meetings
 - Perform ad – hoc duties as maybe delegated from time to time in the directorate
- N Dip / Bachelor's Degree: Public / Admin / Office Management, Public AdminRef No: P / 2018 / 10

Global Partnership, African Middle East

- Assist with the necessary logistical and programmatic preparations to receive and host local and international guests
 - Perform general tasks as and when requested by the Deputy Director and Assistant Director
 - Assist the personal assistant with ensuring the Director's office operations are carried out efficiently
- BA Degree / BA Hon. International Relations or major in Politics
Ref No: P / 2018 / 11

Strategic Coordination & Secretarial Support, Social Inclusion & Equity

- Assist in the development and compilation of the department annual performance plan
 - Assist in collation of strategic and performance inputs from Branches
 - Assist with facilitation provisioning of stationary and office equipment
- N Dip / BA Degree: Management Assistant or Admin, Public Admin
Ref No: P / 2018 / 12

University Education

Financial and Physical Planning

- Assist in one or more of the sections dealing with earmarked grants i.e. infrastructure, clinical training, vat science, HDI development grant
 - Assist with the evaluation of clinical training grants reports from universities
 - Assist with submissions to release funds
- N Dip / BA Degree: Accounting, Public Finance, Infrastructure
Ref No: UE / 2018 / 13

Office of the DDG

- Provide administrative support in the office of the DDG, including the following: – Conduct research on the HE System – Support various research projects – Report writing and develop briefings

Honours Degree: Arts, Social Science , EducationRef No: UE / 2018 / 14

Private Higher Education Institutions

- Information Management
- Production of Certificates.
- Evaluation and annual reports

N Dip / Degree: Management, Economic, Social SciencesRef No: UE / 2018 / 15

- *Teaching & Learning Development and Teaching Qualification & Policy*
- Capturing registration information into a relevant database
 - Sorting evaluated qualification in alpha numerical order
 - Arranging travelling and accommodation for the manager

N Dip / Bachelor's Degree: Business or Office Admin, Public AdminRef No: UE / 2018 / 16

TVET

TVET Infrastructure Development Programme

- Project Support, Prepare for meetings, Review Reports, Compile Reports, Office Support, Filing, Record Keeping, Writing Minutes

N Dip / Degree: Project ManagementRef No: TVET / 2018 / 17

Financial Planning

- Budget planning , Management, Monitoring and Reporting
 - Financial statement analysis and reporting
 - Funding norms development and implementation
- Assist with the management of data collection processes
 - Develop and analyse data and compile reports
- Assist with the management of the cash flow statements of the Directorate
- Assist with the processing of S&T and cell phone claims.

B.com: Financial Accounting, Economics & Econometrics Ref No:
TVET / 2018 / 18

Planning and Institutional Support

- Administer and monitor the directorate's financial system in line with the Department financial system in order to ensure that the directorate finances are maintained in an accurate and timely manner
- Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence.
- Organise and Co ordinate meetings, conferences and travel arrangements. N Dip / Bach Degree: Public Admin, Financial Management

• Ref No: TVET / 2018 / 19

Public TVET Colleges

- Database management for the Chief Directorate
- Compile and submit travel claims, cell phone claims, subsistence and travel claims.
- Assist with the management of the filling system of the Directorate and retrieval of document as and when required
- Provide administrative support to the Directorate in order to ensure that the Directorate's administrative functions are performed well.

N Dip / Degree / Bach: Public Admin, Management, Database Management, Business Studies Ref No: TVET / 2018 / 20

CORPORATE SERVICES

Communication and Media Liaison and Call Centre & Clients Service

- Respond to enquiries / queries through Call Centre, fax and email.
 - Assist to manage DHET social media platform
- Office administration (i.e. Couriering Branding bookings for travelling's, Procuring stationary, procuring communication equipment , Procuring Branding.
- Assist with the monitoring of internal communication platforms (i.e. notice board monitoring)

N Dip / Degree: Communications, Public Relations, Graphic Design, Journalism, Marketing ManagementRef No: CS / 2018 / 21

Government Information Technology Office

- Provide transversal system (BAS, PERSAL and LOGIS) support
 - Assist in the administration of the entire Microsoft network environment
- Installation and maintenance of network infrastructure and software

N Dip / Degree: IT, BSc, Computer ScienceRef No: CS / 2018 / 22

Facilities Management and Logistics Services

- Assist with the management of transport, GG vehicles and other facilities management duties
 - Render effective and efficient registry services
- Payment of private and state owned and municipal services
- Prepare document and files for filing including opening and closing of files

N Dip / Degree: Facilities, Property Management, Public Management, Project ManagementRef No: CS / 2018 / 23

Human Resource Administration ,Management & Development

- Assi st with the coordination of Recruitment and Selection process es i.e. capturing applications, shortlisting and interviews.
- Assist with capturing of information on the PERSAL SYSTEM
- Assist in coordinating Internship, Security Learnership and WIL Programme
- Capturing of performance management form s on both PERSAL System and Departmental spread sheet e.g. (Performance agreement , Quarterly reviews and Annual Assessments
 - Assist with the bursary audit process and capturing of applications on database
- Quality checking of all PMDS documents to ensure compliance with Departmental PMDS Policy for employees
 - Assist with administration and coordination of Skills Development unit

N Dip / Degree: Human Resource Management & Development,
Public Administration, Records / Office ManagementRef No: CS
/ 2018 / 24

Labour Relations & Wellness

- Assist with c ounseling and referrals
- Assist with advocacy of EHW programmes and services
 - Assist with the Psycho – Social Intervention
 - Assist with h andling of grievances and misconduct
- Assis t with coordination of c ollective bargaining and negotiations

N Dip / Degree / B Tech: Labour Relations, laws, Office Admin
/ Secretarial, Psychology / WellnessRef No: CS / 2018 / 25

*Office of the Director – General / Deputy Director General:
CS / Chief Director HRM&D*

- Risk Management or fraud Prevention activities, Secretarial function of the risk Management committee and a dmin istration support
- Generic front office management and reception services, filing, records management and other ad – hoc administrative functions.
- H andling of confidential documents and Responding to enquiries.
- Assist with incoming and outgoing of correspondence
 - Scan files and Hyperlinking of documents.
 - Administrative support

N Dip / Degree: Public / Admin / Office Management,
Management Assistant , Risk Management, Auditing / Accounting
/ Forensic AuditingRef No: CS / 2018 / 26

SKILLS DEVELOPMENT

National Skills Fund / Work Integrated Learning

- Assisting managers with projects administration
- Assisting Directorates with office administration duties
 - Sorting of data from SETAs, UoT's and TVET
- Managing the incoming and outgoing of data to stakeholders.
 - Assisting with compilation of claims
 - Assist to design relevant audit procedures for planned audits.
 - Assisting with execution of audits as per the internal audit plan , in accordance with internal audit methodology and International Standards of Internal Audit.
- Assist with the conducting of legal research and provide legal advice including drafting legal opinions
- Assist with ensuring compliance to risk management policies, procedures and systems
 - Update the risk register, compliance report and central litigation and investment register.
- Assist with maintaining of accurate weekly timesheets and monitoring hours spend against available budget and provide regular reports.

N Dip / Degree: Public / Office / Admin Management, Project / Financial Management, Information Technology, Legal Assistance, Communication, Public Relation, Data Capture, Supply Chain Management, Auditing, Management Assistant,
ResearchRef No: SD / 2018 / 27

National Skills Authority

- Assist with the marketing and communication strategies
 - Coordinate NSA advocacy activities
- Assist with the management of Social Media Platforms.
 - Assist with the coordination of NSA events

N Dip / Honours Degree: Information System, Marketing / Communication
Ref No: SD / 2018 / 28

CET

*Institutional Development Support, Programme Curriculum,
Development and Assessment*

- Assist with the monitoring and report on CD Budget
- Arrange, prepare for and record proceedings of meetings
 - Assist with procurement and logistics

N Dip / Degree: Office Management / Administration Ref No: CET
/ 2018 / 29

*Regional offices and Colleges (E Cape, N Cape, W Cape, N W,
Mpumalanga, Limpopo, F S, KZN & Gauteng).*

- Office management and administration support
- Assist the CETC directorate with distribution, collection and capturing of annual and snap surveys.
 - Assist the CET directorate procurement matters
 - Assist with making travelling arrangements
 - Assist in the administration of the entire Microsoft network environment
- Installation and maintenance of network infrastructure and software
 - Assist with preparations for financial reports
- Processing of expenditure transactions; processing of debts transactions;

N Dip / Degree: Public / Office Administration, Human Resources Management, Finance , Town Planning / Quantity Surveying, Information Management, IT Specialist, Accounting, Data Management, Management Assistant. Ref No: CET / 2018 / 30

How To Apply

CONDITIONS: Applications must be submitted on a [Z83 form](#) obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications and Identity Document. Candidates must not have previously served as Interns in the Public Service.

APPLICATIONS: Please forward your application, quoting the Reference Number to: The Director – General, Department of Higher Education and Training, Private Bag: X174, Pretoria,

0001 or **hand deliver** at: 123 Francis Baard Street, Pretoria at the Reception area.

Correspondence will be limited to successful candidates only and applications received after the closing date or faxed or emailed, will not be considered.

Enquiries: Nokwanda Khoza 012 312 5192 or Mr Walter Makgoale 012 312 5760 or Ms Mashudu Managa 012 312 5805 or Mr M Rooi 012 312 5125

Graduates from TVET Colleges and people with disabilities are encouraged to apply.

Microsoft: Graduate / Internship Programme 2018

Location: Johannesburg

Are you insatiably curious? Do you collaborate well with others, knowing that better solutions come from working together? Are you motivated every day to empower others to achieve more through technology and innovation?

If yes – Our Graduate Program Microsoft Academy For College Hires (MACH) is designed for you.

What's in it for me?

Foundation. Microsoft is a workplace unlike any other. MACH helps new hires hit the ground running, navigate a complex global organization and position themselves for success.

Purpose. Our interactive program is designed to complement a

MACH's day-to-day role. It exposes them to senior leaders and high-level business strategy to ensure they are plugged into the bigger vision.

Network. MACH provides the opportunity to connect and learn from more hundreds of peers and alumni in more than 80 countries – to create professional relationships and cross-cultural experiences that are invaluable to career success.

And much more including global networking & mentoring opportunities and full competitive Microsoft benefits package!

This is where ideas get transformed into technology.

By focusing on the technical side of things, you'll get a first-hand look at our revolutionary business solutions, and a say in how we make good products even better. If all goes well, we may even develop one of your ideas – an idea that could change the course of technology. Taking on a customer facing technical role, you'll get to grips with the world's most advanced technologies, see new products come to market and introduce cutting-edge technology solutions to our customers. We have some of the world's biggest companies as clients. If you like the idea of developing technical solutions to help them overcome their business problems, this is the role for you.

What are our baseline requirements:

- Pursuing or within one year of graduation from a full-time bachelor's or Master's degree
- Have no more than 2 years combined work experience including internships
- Technical Education background , IT or electrical engineering or related fields with outstanding sales skills
- First practical experiences or internships in IT technology related fields
- Combining business **acumen** with technological experience

(esp. in:

- Well developed communication, presentation as well as analytical and problem-solving skills
- Negotiation, customer service, and interpersonal skills
- Passion for technology
- Fluency in English and local language is required
- Full work authorization is required

How To Apply

[Apply Online for the Microsoft: Graduate / Internship Programme 2018](#)

SOUTH AFRICAN POLICE SERVICE (SAPS) INTERNSHIPS, SALARY : R4000 to R7000 per month

POST 01/65 : ADMINISTRATIVE INTERN (1 POST) REF: MI/09/2017
Division Management Intervention

SALARY : R4000 to R7000 per month (12 months Stipend)

CENTER : Eastern Cape, King Williams Town



**SOUTH AFRICAN
POLICE SERVICE**

REQUIREMENTS : Be in a possession of a Diploma of Degree in Public Administration or Office Administration Must be between

ages 18 – 35 Be a South African citizen *Must have no criminal record Applicants must be unemployed and never participated in an internship programme previously Applicants must be residents of the province where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES : Core Functions Receive and record incoming and internal posts/correspondence Categorize and classify documents Dispatch and distribute post Provide a reference service for officially registered files and other documentation Attend and deal with telephone and other related enquiries Diarise/records and maintain bring forward system

ENQUIRIES : Captain Esterhuizen or Sergeant Raphela, 012 393 3534/012 393 3246

APPLICATIONS : Colonel MS Molefe. Management Intervention. Private Bag X94. Pretoria 0001 Hand Delivered: Opera Plaza Building, 231 Pretorius Street, Cnr Thabo Sehume (Andries and Pretorius Street, Room 324)

CLOSING DATE : 12 January 2018 at 16:00