



NORTHERN CAPE OFFICE OF THE PREMIER

INTERNSHIP PROGRAMME

The Northern Cape Office of the Premier seeks to help unemployed graduates to gain workplace experience in their field of study by offering an Internship Programme for 24 months for the following areas/fields:

Directorate	Qualification required	Reference No	Enquiries
PA/Secretary: Information Technology	Diploma or Degree in Public Management. Preference will be given to applicants with a Secretarial Diploma or Certificate	IT/01/04/2023	Mr. C. Vala Tel No: 053 838 2744
Administrator: Information Technology	Diploma or Degree in Project Management or Information Technology both will be an added advantage	IT/02/04/2023	Mr. C. Vala Tel No: 053 838 2744
Intern: Efficiency Services	Diploma or Degree in Development Studies or Public Management	ES/04/2023	Ms. H. Kannemeyer Tel No: 053 838 2463

Successful candidates will be required to enter into a 24 months' internship contract and will receive a monthly stipend of R6 360.20 as per DPSA Interns remuneration schedule.

REQUIREMENTS:

Applicants must be an unemployed South African citizen, residing in the Northern Cape Province. Applicants must be between the age of 18 to 35 and be in possession of a qualification in the above-mentioned field. Applicants who have not yet received their qualifications must provide academic transcripts or letters confirming that they have completed their studies.

HOW TO APPLY:

NOTE: Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates and copies of qualifications. Applications submitted using the old Z83 form will not be accepted. No faxed, e-mailed or late applications will be accepted. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification.

Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security), for Attention: Mrs. R. Booyesen.

CLOSING DATE: 12 May 2023