



## KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM  
AND ENVIRONMENTAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

### DIRECTORATE:HRM

Private Bag X9152, PIETERMARITZBURG, 3200

270 Jabu Ndlovu Street, Pietermaritzburg, 3200

Tel: 033 264 2684 Email: [metis.mngoma@kznedta.gov.za](mailto:metis.mngoma@kznedta.gov.za)

Human Resource Development

### INTERNSHIP PROGRAMME FOR 2023-25

The Department of Economic Development, Tourism & Environmental Affairs is implementing the Internship Programme as part of its contribution to skills development initiatives as expressed in the NSDS III, NGP, PGDS, NDP Vision 2030 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 program offered is fully-structured and the Department will pay successful interns a monthly stipend/allowance.

Applications are invited from interested applicants in possession of a relevant three (3) year degree or National Diploma or above from a recognized University or University of Technology, to undertake workplace training that shall run for the period of 24 months in the following fields/areas:

	DIRECTORATE	REF NO	NUMBER OF INTERNS	MINIMUM QUALIFICATION	DISTRICT OFFICE
1.	Ministry	Min23.25	1	ND/Degree in Public Administration or Office Management	Ministry
2.	OHOD	OfficeSupprt23.25	1	ND : Public Admin or diploma in Business Management	Head Office (PMB)
	GOVERNANCE & STRATEGY MGT	Public Entities/23.25	4	Degree or ND in Internal Audit, Cost Accounting, Accounting, Public Administration/Management or Financial Management; LLB/Bachelor of Law	
	Strategic Planning	StrtgicPI23.25	1	Post graduate in Social Science/Humanities faculties Honours in Public Policy or Masters in Development Studies	
	Monitoring & Evaluation	M&E23.25	2	Post Bachelor or Post graduate in Policy & Development/Social Sciences/Economics	
3.	Financial Management Services	SCM23.25	3	ND/ BCom in Public Management ND/ Bcom in Supply Chain Mgt ND/Bcom/Public Admin	

	Finance Budget	Finance Bud23.25	2	ND/ Degree in Management Accounting National Diploma in financial management/financial accounting Cost & Mgt accounting
	Assets Management	Assets23.25	2	ND/Degree Financial Mgt/Financial Accounting/Cost & mgt accounting
	Internal Control	InternalC23.25	1	ND/Degree in Internal Auditing ND/Degree in Auditing ND/Degree in Accounting
4.	Corporate Services	HRM23.25	3	ND in HRM/ Public Mgt/Public Administration
	Information Techn.	IT23.25	1	ND/Degree in Information Technology;
	Telecommunication	TELCOM23.25	1	ND/Degree Electrical Engineering in telecommunication/Electronics Communication
	Legal Services	LEGAL23.25	1	BA Law; LLB
	Communication	COM23.25	1	ND in Graphic Design / Degree in Fine Arts
	Auxiliary Services	AUX23.25(Registry);	1	ND/Degree Public Admin/Public Management
		AUX23.25(Facilities) &	1	ND/Degree in Public Admin/Public Management
		AUX23.25 (Fleet mgt)	1	ND/Degree in Fleet Mgt/transport/Logistics/Assets Mgt
5.	Risk and Integrity Management	RISK23.25	1	ND/Degree in Risk Management or Internal Auditing
6.	Internal Audit Management	AUDIT23.25	1	ND/ Degree in Auditing
7.	Integrated Economic Development/IEDS	SMME23.25	2	ND/Degree in Business Administration/Management/Economics/Commerce/Entrepreneurship/Developmental Studies/Accounting/Finance or related qualification
	RLED	RLED-PDMT23.25	1	Degree in Development Studies/Economics or Social Science or equivalent
		RLED- PRJC23.25	1	HRD/Development Studies/Economics or Social Science or equivalent degree. Candidate must have a strong research background and good administration skills

	BEE/YEE	ECONEMP23.25	2	ND/Degree in Business Management & Entrepreneurship/ ND/Degree in Commerce/Business Mgt/Accounting or Financial Mgt ND/Degree in Policy & Development Studies	
	Business Regulations	BUSREG23.25	2	ND/Degree in Business Admin/Business Mgt/Public Admin/Law/Policy & Legislation/Project Mgt	
	Consumer Protection	CONS23.25	2	BA Law/LLB	
8.	Trade, Sector and Tourism Development	TOURISM23.25	7	ND/Degree in Tourism Mgt/Eco Tourism/Travel & Tourism/Heritage, Arts & Tourism, BA Tourism	
	(Trade & Investment Promotions)	TRADE&INV23.25	1	ND/Degree in Economics or International Trade or related qualification	
	District Operations	DISTROP23.25	2	ND/Degree in Public Admin/Business Mgt or Office Management	uThukela & UMGungun dlovu
	(Clothing, Textile & Footwear Industry)	CL&TXL23.25	1	ND/Degree in Clothing Mgt or Textile Technology	
	(Automotive & Foundry Industries)	AUT23.25	1	Bcom in General Management or Business Management	
	(Maritime & Logistic Services)	MAR23.25	1	ND/degree in Economics/Supply Chain Management/Logistics/Maritime Studies (Shore Based) or Shipping & Logistics. A relevant postgraduate qualification would be an added advantage	
	(Creative Industries)	CREATINDSTR23.25	1	ND/Degree in Marketing/Business Development or Management or related qualification	
	(Technology, Innovation and Digitisation Industry)	ICT23.25	1	Bachelor of Science SC/Computer Science/Bachelor of Computer Engineering/ Bachelor of Electronics/ Information Systems: Honours	
	(Chemicals & Mineral Beneficiation)	CHEM23.25	1	Bachelor of Science (Chemistry or Biochemistry) or BTech in Chemistry	
	(Agribusiness & Agro processing)	AGRI23.25	1	Bachelor of Science: Agricultural Economics/Agribusiness Management/Agricultural Management or related degree	

9.	Economic Research, strategy and Planning (Knowledge Mgt)	KNWLGEMGT23.25	2	ND/Degree in Library & Information Mgt or Degree in Knowledge Management or equivalent	
	Research & Dev	R&D23.25	1	Honours in Economics	
	Policy & Planning	P&P23.25	1	Bachelor degree in Economics	
10.	Environmental Management Services	ENVIRO23.25	9	Degree in Environmental Management/Environmental Science/Environmental Law/Natural Sciences	

**Direction to applicants:**

**All applications must be submitted on the new Application for Employment form (Z83) which became effective from the 1<sup>st</sup> of January 2021 obtainable from any Public Service Department or can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies)** The form must be completed in full, originally signed and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. An updated detail CV as well as copies of qualifications (including Junior/Senior certificate), identity document, and drivers' license where applicable and any other relevant documents must be attached. **Such copies need not be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources.** Should an applicant be in possession of a foreign qualification it must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA).

**Please attach a full academic record indicating individual modules or courses.**

**NB: Those who have studied at Private Higher Institutions are also directed to provide Credit Certificate indicating the number of credits the qualification holds.**

If any of the documents mentioned above are not attached, the applicant will automatically be disqualified. The department reserves the right to place or not to place applicants based on its needs and requirements. The closing date for application is **31 October 2022**.

In addition applicants must be/have:

- Curriculum vitae
- South African citizen
- Reside in KZN
- Unemployed graduates between the age of 18-35
- People with disabilities are encouraged to apply
- Unemployed graduates who have not been exposed to the internship programme before
- Prepared to enter into a contractual agreement with the department
- Not participated in an internship programme before at any government department or municipality

Interested applicants should forward their applications to the following address:

Senior Manager: Human Resource Management & Development

The Department of Economic Development, Tourism & Environmental Affairs

P/Bag X 9152

Pietermaritzburg

3200

**For Attention: Ms. M Mngoma**

Or hand delivered at the following address at reception:

The Department of Economic Development, Tourism & Environmental Affairs

270 Jabu Ndlovu Street (former Loop Street), Pietermaritzburg, 3201

Enquiries should be directed to **Ms. M Mngoma (033) 264 2684 / 081 415 5912**