



I.K Nkoane Education House

156 Barkly Road
Homestead
Kimberley 8301

Private Bag X5029
Kimberley 8300
Republic of South Africa

Tel: 053 839 6500
Fax: 053 839 6580/1
Web: ncdoe.ncpg.gov.za

DEPARTMENT OF EDUCATION

Enquiries: A. Swartz

Reference: S4.2.3.5

Date: 19 June 2018

**TO: ALL CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTORS
DEPUTY DIRECTORS
SKILLS DEVELOPMENT COORDINATORS**

**FROM: MRS. RV TYLER
DIRECTOR: HR UTILISATION & CAPACITY DEVELOPMENT**

SUBJECT: DEPARTMENTAL INTERNSHIP PROGRAMME

The above subject bears reference.

Please find attached advertisement for the Departmental Internship Programme.

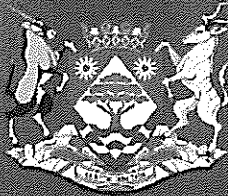
Kindly ensure distribution to relevant stakeholders within your District including Local Municipalities.

Regards,

MS R. TYLER

DIRECTOR: HR UTILISATION AND CAPACITY DEVELOPMENT





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DEPARTMENT OF EDUCATION

Enquiries: Mrs. R. Tyler
Reference: S 4.2.3.5
Date: 6 June 2018

INTERNSHIP PROGRAMME 2018/19

The Northern Cape Department of Education is offering an internship programme for the 2018/19 financial year.

Applications are invited from candidates who have completed a 3 year National Diploma, 3 or 4 years Bachelors' Degree, B.Tec Degree, Honours' and or Masters' degree in the following study fields:

STUDY FIELD	QUALIFICATION
Social Science	Degree: Social Science
Community Development	Degree: Community Development Studies
Public Administration	ND/Degree/ BTec:Public Administration
Management Studies	ND/ Degree/ BTec:Management Studies/ Business Management
Law	Degree/ LLB: Labour Law/ Paralegal Studies
Financial Management	BTec/ Degree: Financial Management/ Financial Accounting/ Auditing
Supply chain Management	ND/BTec/Degree: Logistics/Purchasing/Supply Chain Management
Public Management	ND/BTec/ Degree: Corporate governance/ Public Management/Business Management
Information Management	ND/BTec/Degree: Information Science/ Records & Archival Management/ Knowledge management
Gender	Degree: Gender Studies
Human Resource	BTec/Degree: HRM/HRD/ Labour Relations
Organisational Development	ND/BTec/Degree: Management Services/Industrial Psychology/ Production & Operations Management
Data Management	ND/BTec/Degree: Database Management

Northern Cape Department of Education: Internship Programme 2018/2019



The Internship Programme will commence on 1 August 2018 and end on 31 July 2019. Interns will receive a monthly stipend in line with the Remuneration of Interns Schedule of the Public Service or at an amount determined by the Northern Cape Department of Education's Head of Department.

Interested candidates should forward their applications on a **Z83 Form (obtainable from any government department)**, accompanied by a detailed CV and certified copies, not older than 3 months, of their Identity Document (ID) and qualifications (Matric certificate, Diploma/Degree) to the following address:

Preference will be given to graduates from the Northern Cape Province

Provincial Department of Education (Physical address)
IK Nkoane Education House
156 Barkly Road
Kimberley
8301

OR

Northern Cape Department of Education
Private Bag X 5029
Kimberley
8300

(Documents can also be hand delivered to the physical address indicated above. If hand delivered, please hand in at our Registry Office at Head Office. No faxed or e – mailed applications will be considered.)

All documents must be for the attention of:
Ms R. Tyler – Director HR Utilisation & Capacity Development

CLOSING DATE: 13 JULY 2018 @ 16H00

Enquires: Mr.J.Anthony on 0538396523/ Mr.T. Merahe on 0538396523

Important note

- Applicants who have previously participated in any Government Internship Programme, will not be considered.
- Applicants must be South African citizens between the ages of 18 and 35 years.
- The Northern Cape Department is an equal opportunity employer and people with disabilities are encouraged to apply.
- Due to a large number of applications we envisage receiving, only short listed candidates will be contacted. Should you not hear from us within 6 weeks of the closing date, please accept that your application was unsuccessful.

