

Department of Education

2024/25 INTERNSHIP OPPORTUNITIES

DURATION: 18 MONTHS FOR STUDENT INTERNS & 24 MONTHS FOR GRADUATE INTERNS

NB: Interns will receive a monthly stipend in accordance with their highest qualification as at the date of their appointment. The Department of Education invites unemployed graduates and TVET students **who have never been appointed as interns (by a Government Department or SETA)** to apply for internship in the following fields of study:

Reference Number	Chief Directorate/District	Directorate/Local Education Office/Division	Qualification	Number of interns	Contact Person	
HRU&D 24.1A	Bojanala	Moretele, Rustenburg, Curriculum Services	N6 Management Assistant	4	Mrs M.A Aprils Private Bag X8211 Rustenburg 0300; or 107 Corner OR Tambo & Klopper Street, Rustenburg, 0300 Tel: (014) 597 8653/54	
HRU&D 24.1B		FMS	N6 Financial Management	1		
HRU&D 24.1C		Office of the Director	N6 Public Administration	1		
HRU&D 24.1D		Madibeng & Moretele Rustenburg & Moses Kotane Local Education Offices	Diploma/Degree in Sport Management	2		
HRU&D 24.1E		HRM	Diploma/Degree in Human Resource Management	1		
HRU&D 24.1F			Curriculum Services	Diploma/Degree in Project Management		1
HRU&D 24.2A	Dr Kenneth Kaunda	Local Education Office: JB Marks, Matlosana, Maquassi Hills	N6 Public Administration	3	Ms Suzette de Meyer Private Bag X1256 Potchefstroom 2531; or Teemane Building 8 O.R Tambo Street Potchefstroom Tel: (018) 299 8249/56	
HRU&D 24.2B		Sub-Division: Physical Resources and Facilities Management Services	N6 Civil Engineering & Building Science	1		
HRU&D 24.2C		Directorate: Education District Office and Circuit Coordination	Diploma/Degree in Public Administration	2		
HRU&D 24.2D		Division: Performance, Wellness and Safety Management	Diploma/Degree in Human Resource Management & Development	1		
HRU&D 24.2E		Division: Education Management Information and Technology Services	Diploma/Degree in Information Technolog	1		
HRU&D 24.3A				N6 Management Assistant		4
HRU&D 24.3B	Dr Ruth Segomotsi Mompoti	Financial Management Services	National Diploma/Degree in Financial Accounting/Auditing	1	Mr. Tshepang Molao Corner North and Molopo street, Mini- Garona building, Second floor, Block C, Vryburg, 8600 Tel: (053) 928 0240/2 OR Private Bag X21 Vryburg, 8600	
HRU&D 24.3C		Human Resources Management Services	National Diploma/Degree in Labour Relations	1		
HRU&D 24.3D		Office of the Director	Degree in Communication/National Diploma/Degree in Public Relations	1		
HRU&D 24.3E		EMIS	National Diploma/Degree in IT/A+ N MCSAE	1		
HRU&D 24.4A		Ngaka Modiri Molema	Ratlou, Ditsobotla, Tswaing, Ramosphere & Mahikeng LE Offices, Circuit Coordination and NSNP Offices	N6 Management Assistant		7
HRU&D 24.4B			Labour Relation Office	Diploma/Degree in Labour Relations		1
HRU&D 24.4C		School Library	Diploma in Library Assistant	1	3118/3109	
HRU&D 24.5A	Strategy & Governance Sciences/Developmental	Chief Director's Office	N6 Office Management	1	Ms K. Rangoako INSET Building; Dr Albert Luthuli Drive Mmabatho, 2735; Tel: (018) 388 0808	
HRU&D 24.5B			National Diploma – Public Admin or Public Management	1		
HRU&D 24.5C		Strategic Planning Services	Bachelor's Degree in Social Studies	1		
HRU&D 24.5D		Legal Services	Degree in LLB	1		
HRU&D 24.6		Financial Management Services	N6 Financial Management	2		
HRU&D 24.7		Institutional Development Services	N6 Management Assistant	1		
HRU&D 24.8		Learner Social Support Services	N6 in Management Assistant	1		
HRU&D 24.9A		Chief Director's Office	Diploma in Business Management	1		
HRU&D 24.9B		Branch Coordination	N6 Management Assistant	2		
HRU&D 24.9C	Curriculum Management	GET & FET Services	N6 Management Assistant	1		
HRU&D 24.9D		Professional Educator Development	N6 Office Management with Computer Practice	1		
HRU&D 24.10		Risk Management	N6 Management Assistant	1		
HRU&D 24.11		Anti-Fraud & Corruption Services	Degree B.Com Accountancy or Diploma in Criminal Justice and Forensic Investigation and or LLB	1		

Please note:

- Applications will only be considered from **unemployed South African** citizens aged between 18-35 years.
- Unemployed youth with disabilities are encouraged to apply.
- **Candidates who have already participated in an internship programme in any Government department will not be considered.**
- Applications should be made on form Z83 (NEW), obtainable from any Public Service Department and accompanied by a comprehensive Curriculum Vitae; copies of Grade 12 and highest qualification; Identity Document and Proof of Residence from the Municipality or a confirmation letter from the Chief (rural areas).
- Application forms should be signed and dated.
- **Failure to submit the requested documents will result in your application not being considered.**
- Candidates must indicate the reference number of their preferred Directorate/District on space provided on their application form.
- Please ensure that if you are applying for more than one position, a separate application form for each post is submitted.
- Should you be in possession of foreign qualifications, these must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
- Please take note that all qualifications are subjected to verification.
- Faxed or emailed applications OR received after the closing date, will not be considered.
- The Department reserves the right not to make appointments and correspondence will be limited to short-listed candidates only.
- It will be expected of candidates to be available for selection on a date, time and place as determined by the Department.
- Should you not be contacted within 3 months of the closing date, please consider your application unsuccessful.
- Transformation imperatives of race, gender and disability as per National Skills Development Strategy III will be implemented in selecting successful candidates.

Please direct all enquiries to the contact person/s indicated and forward applications to the corresponding address in the above table.

Closing Date: 05 July 2024

Lets Grow North West Together