

DEPARTMENT OF SPORT, ARTS AND CULTURE

- APPLICATIONS** : Direct your application to recruitment@dsac.gov.za. Only emailed applications will be considered. Please quote the reference number/post title in the heading/subject line. There will be no follow-up emails to this address, correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.
- CLOSING DATE** : 26 January 2024 at 12h00
- NOTE** : Applications must be submitted on the new Z83 form, obtainable from any Public Service Department website, stating the particular placement area for which you are applying. An application received using the old (Z83) form will not be considered. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed Z83. The Z83 (Sections A, B, C & D are compulsory, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of their qualifications and ID. The Department of Sport, Arts and Culture reserves the right not to make a placement. Due to large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants seeking placements in different areas must complete separate Z83 forms and provide the required documentation mentioned earlier for each application. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below; Applicants should not have engaged in any internship program within the public service. Applicants who participated on the internship programme in the past will be disqualified. All appointments are subject to the verification of educational qualifications, citizenship, reference checks and security vetting. All interns will be subjected to personnel suitability checks (verification of educational qualifications, citizenship, criminal checks and financial standing). It is the intention of the Department to reflect the demographics of the population of South Africa with these appointments and therefore qualifying candidates from all population groups and genders are welcome and encouraged to apply. Qualifying people with disabilities are encouraged to apply. All positions are based in Pretoria. The Department will not provide transport and/or accommodation to any candidate, whether, travelling from or outside Gauteng.

OTHER POSTS

INTERNSHIPS PROGRAMME 2024/2026 (24 MONTHS)

- POST 01/01** : **INTERN AT NATIONAL ARCHIVES AND FILM ARCHIVES REF NO: 01/2024 (X3 POSTS)**
- STIPEND** : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Archival Studies, Museum, Heritage, History, Library Information, Media Studies, IT, Sound, Film & Television, Book & Paper Conservation, or any other relevant field of study.
- ENQUIRIES** : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229
- POST 01/02** : **INTERN AT HERITAGE PROMOTION AND PRESERVATION REF NO: 02/2024 (X3 POSTS)**
- STIPEND** : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Museums and Heritage Studies, History, Anthropology, Archaeology, Indigenous

Knowledge System, Fine Arts or Graphic design or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304-5229

POST 01/03 : **INTERN AT NATIONAL LANGUAGE SERVICES REF NO: 03/2024 (X3 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/Grade 12 Certificate together with Three-year Degree/National Diploma (NQF 6) as recognised by SAQA in one of the following fields – Language Planning, Terminology Development, Translation and Editing, Human Language Technology and SA Sign Language Interpreting or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi, Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/04 : **INTERN AT CULTURAL DEVELOPMENT REF NO: 04/2024 (X3 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Dramatic Arts, Fine Arts, Motion Picture and Media Studies, or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/05 : **INTERN AT ENTITY, OVERSIGHT, AND INTERFACE REF NO: 05/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Public Administration, Corporate Governance, Monitoring, and Evaluation, or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/06 : **INTERN AT INTERNATIONAL COOPERATION AND DONOR COORDINATION REF NR: 06/2024 (X3 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/Grade 12 Certificate or equivalent; Three-year Degree/National Diploma (NQF 6) as recognised by SAQA in International Relations, Politics, or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/07 : **INTERN AT HUMAN RESOURCE MANAGEMENT REF NO: 07/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Human Resource Management, Public Administration/Management, or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/08 : **INTERN AT SOCIAL COHESION AND NATION BUILDING REF NO: 08/2024 (X3 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/Grade 12 Certificate together with Three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Social Sciences Major in one of the following or Related Fields Sociology, History, Anthropology, Economics, Education, Gender studies and Religious Studies or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/09 : **INTERN AT RISK MANAGEMENT REF NO: 09/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/Grade 12 Certificate together with a three-year Degree/National Diploma (NQF 6) as recognised by SAQA in Risk Management, Accounting, Commerce, Auditing, Project Management, or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/10 : **INTERN AT FINANCIAL ADMINISTRATION / MANAGEMENT REF NO: 10/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Finance, Accounting, Economics or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr. Mbudzeni Mashapha Tel No: (012) 441 3524, and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/11 : **INTERN AT SUPPLY CHAIN MANAGEMENT REF NO: 11/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Supply Chain Management, Purchasing Management, Logistic Management or any other relevant field of study.

ENQUIRIES : Ms. Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/12 : **INTERN AT COMMUNICATIONS AND MARKETING REF NO: 12/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Communication and Marketing, Journalism, Public Relations, Media Studies or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/13 : **INTERN AT INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 13/2024 (X1 POST)**

STIPEND : R7 043.30 per month
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Information Technology, Software Development, Web and Application Development or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/14 : **INTERN AT LEGAL SERVICES REF NO: 14/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a BProc or LLB degree as recognised by SAQA or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 3045229

POST 01/15 : **INTERN AT INTERNAL AUDIT REF NO: 15/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Auditing, Forensic Investigation, Financial Auditing or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/16 : **INTERN AT STRATEGIC MANAGEMENT AND PLANNING REF NO: 16/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Strategic Management, Public Administration/ Management, Monitoring and Evaluation, Knowledge Management, Auditing/ Commerce or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/17 : **INTERN AT INFRASTRUCTURE REF NO: 17/2024 (X3 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Build Environment or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/18 : **INTERN AT ACTIVE AND WINNING NATIONS REF NO: 18/2024 (X6 POSTS)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a or equivalent; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Sports Management, Recreation Management, Sports Science, B.Sc. Biokinetics, or any other relevant field of study.

ENQUIRIES : Ms Emelda Baloyi Tel No: (012) 441 3602, Mr Mbudzeni Mashapha Tel No: (012) 441 3524 and Kenny Rikhotso Tel No: (012) 304 5229

POST 01/19 : **INTERN AT SECURITY AND WORK ENVIRONMENT REF NO: 19/2024 (X1 POST)**

STIPEND : R7 043.30 per month
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/ Matric Certificate/ Grade 12 Certificate or equivalent; a three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Public Administration, Accounting, or any other relevant field of study.

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