

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF PUBLIC WORKS AND ROADS**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling these posts in line with the Department approved Employment Equity Plan. People with disability are encouraged to apply.

- APPLICATIONS** : All Applications indicating the field of study, the centre and the reference, must be forwarded to the following addressed: Human Resource Management, Public Works and Roads, Private Bag X2080, Mmabatho, 2735 Or Hand delivery to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road.
- FOR ATTENTION** : HR Development – Ms. M.E Motshologane
- CLOSING DATE** : 07 May 2024, (Posted applications must have reached the Department by 15h30 pm).
- NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za. According to DPSA Practice Note no. 19 of 2022, the applicant(s) must indicate the Intern Programme, the Reference number and the Centre on the Z83 Form application and, must be accompanied by a recent updated curriculum vitae indicating personal details, qualification (NB: Modules/Subjects must be clearly indicated), competencies and knowledge, including three (3) names of contactable referees, as the requirement etc. NB: Communication and Correspondence will be limited to short-listed candidates only to submit certified documents on or before the day of the interview. It is the applicant responsibility to have all their foreign qualifications (includes O to A level certificate) evaluation by the South African Qualifications Authority (SAQA) not negotiable. Applicant's previous information as background/reference checks will be verified through contactable referees. Faxed and e-mailed applications will not be accepted. Applications received after the closing date will, as a rule not be accepted. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. Candidates requiring additional information regarding advertised internship must direct their enquiries to the relevant person indicated. If you have not heard from us within three (3) months after the closing date, please accept that your application has been unsuccessful. NB: Applicants who have already participated in any government internship programme will not be considered.

INTERNSHIP PROGRAMME (2024/2026) IN ROTATION

Purpose: Our Internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications. Our target is unemployed graduates/diplomas/NB: students who obtained N6 certificate and has confirmation letter from TVET Colleges are encouraged to apply, who seek practical work experience for completion of studies, and also interested in a Public Service career to apply for internship in the occupations mentioned as field of studies.

OTHER POSTS

- POST 13/55** : **HRM INTERN (X14 POSTS)**
- STIPEND** : R7 043.31 per month (Period: 24 months contract)
R5 898.50 per month (Period: 18 months contract)
- CENTRE** : Head Office-Mmabatho: Ref No: H/O 001/2024 (X10 Posts)
District Ruth Segomotsi Mompoti: Ref No: RSM 001/2024 (X1 Post)
District Ngaka Modiri Molema: Ref No: NMM 001/2024 (X1 Post)
District Kenneth Kaunda: Ref No: KK 001/2024 (X1 Post)
District Bojanala: Ref No: BOJ 001/2024 (X1 Post)
- REQUIREMENTS** : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree/ and have completed their Studies in possession of N6 Certificate from TVET

Colleges in HR Management/Public Administration/HR Industrial Psychology/Management Services or Operations.
 Ms M.E Motshologane Tel No: (018) 388 4256

ENQUIRIES :

POST 13/56 : **MANAGERS SECRETARIES INTERN (X11 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)
 R5 898.50 per month (Period: 18 months contract)

CENTRE : Head Office-Mmabatho: Ref No: H/O 002/2024 (X7 Posts)
 District Ruth Segomotsi Mompoti: Ref No: RSM 002/2024 (X1 Post)
 District Ngaka Modiri Molema: Ref No: NMM 002/2024 (X1 Post)
 District Kenneth Kaunda: Ref No: KK 002/2024 (X1 Post)
 District Bojanala: Ref No: BOJ 002/2024 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree/ and have completed their Studies in possession of N6 Certificate from TVET Colleges in Office Management/Management Assistant

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/57 : **IT INTERN REF NO: H/O 003/2024 (X4 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Information Technology.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/58 : **LIBRARY INTERN REF NO: H/O 004/2024 (X1 POST)**

STIPEND : R7 043.31 per month (Period: 24 months contract)

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Library & Information Science.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/59 : **RECORDS MANAGEMENT INTERN REF NO: H/O 005/2024 (X2 POSTS)**
 (Period: 24 months contract)

STIPEND : R7 043.31 per month

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Archive or Records Management

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/60 : **SCM INTERN (X12 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)
 R5 898.50 per month (Period: 18 months contract)

CENTRE : Head Office-Mmabatho: Ref No: H/O 006/2024 (X8 Posts)
 District Ruth Segomotsi Mompoti: Ref No: RSM 003/2024 (X1 Post)
 District Ngaka Modiri Molema: Ref No: NMM 003/2024 (X1 Post)
 District Kenneth Kaunda: Ref No: KK 003/2024 (X1 Post)
 District Bojanala: Ref No: BOJ 003/2024 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree/ and have completed their Studies in possession of N6 Certificate from TVET Colleges in Supply Chain Management

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/61 : **LABOUR RELATIONS INTERN (X4 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)

CENTRE : Head Office-Mmabatho: Ref No: H/O 007/2024 (X1 Post)
 District Ruth Segomotsi Mompoti: Ref No: RSM 004/2024 (X1 Post)
 District Ngaka Modiri Molema: Ref No: NMM 004/2024 (X1 Post)
 District Bojanala: Ref No: BOJ 004/2024 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Labour Relations

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/62 : **FINANCE INTERN (X10 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)
R5 898.50 per month (Period: 18 months contract)

CENTRE : Head Office-Mmabatho: Ref No: H/O 008/2024 (X6 Posts)
District Ruth Segomotsi Mompoti: Ref No: RSM 005/2024 (X1 Post)
District Ngaka Modiri Molema: Ref No: NMM 005/2024 (X1 Post)
District Kenneth Kaunda: Ref No: KK 004/2024 (X1 Post)
District Bojanala: Ref No: BOJ 005/2024 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree/ and have completed their Studies in possession of N6 Certificate from TVET Colleges in Financial Management/Accounting

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/63 : **INTERNAL AUDIT INTERN REF NO: H/O 009/2024 (X4 POSTS)**
(Period: 24 months contract)

STIPEND : R7 043.31 per month

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Internal Audit

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/64 : **LEGAL INTERN REF NO: H/O 0010/2024 (X2 POSTS)**
(Period: 24 months contract)

STIPEND : R7 043.31 per month

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in LLB/Bachelor of Laws

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/65 : **SPECIAL PROGRAMME INTERN REF NO: H/O 0011/2024 (X1 POST)**
(Period: 24 months contract)

STIPEND : R7 043.31 per month

CENTRE : Head Office-Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Population & Development Studies

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/66 : **WELLNESS INTERN (X3 POSTS)**
(Period: 24 months contract)

STIPEND : R7 043.31 per month

CENTRE : Head Office-Mmabatho: Ref No: H/O 0012/2024 (X1 Post)
District Ngaka Modiri Molema: Ref No: NMM 006/2024 (X1 Post)
District Bojanala: Ref No: BOJ 006/2024 (X1 Post)

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Social Worker

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/67 : **WELLNESS INTERN REF NO: H/O 0013/2024 (X1 POST)**
(Period: 24 months contract)

STIPEND : R7 043.31 per month

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in OHS/Safety Management

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/68 : **COMMUNICATION INTERN REF NO: H/O 0014/2024 (X2 POSTS)**
(Period: 24 months contract)

STIPEND : R7 043.31 per month

CENTRE : Head Office: Mmabatho

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Communication/Public Relations

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/69 : **IMMOVABLE ASSET INTERN REF NO: H/O 0015/2024 (X5 POSTS)**
(Period: 24 months contract)

STIPEND : R7 043.31 per month
CENTRE : Head Office: Mmabatho
REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Real Estate/Property Studies/Valuation/Horticulture/Landscape/Regional and Urban/Town Planning.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/70 : **FACILITIES INTERN REF NO: H/O 0016/2024 (X2 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)
CENTRE : Head Office: Mmabatho
REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Local Government & Municipal Finance.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/71 : **STRATEGIC MANAGEMENT INTERN (X21 POSTS)**

STIPEND : R7 043.31 per month (Period: 24 months contract)
R5 898.50 per month (Period: 18 months contract)
CENTRE : Head Office-Mmabatho: Ref No: H/O 0017/2024 (X5 Posts)
District Ruth Segomotsi Mompati: Ref No: RSM 006/2024 (X4 Posts)
District Ngaka Modiri Molema: Ref No: NMM 007/2024 (X4 Posts)
District Kenneth Kaunda: Ref No: KK 005/2024 (X4 Posts)
District Bojanala: Ref No: BOJ 007/2024 (X4 Posts)

REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree/ and have completed their Studies in possession of N6 Certificate from TVET Colleges in Electrical/Mechanical/Civil & Structural/Quantity Surveying & Architectural Studies.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256

POST 13/72 : **MISS/SECURITY INTERN REF NO: H/O 0018/2024 (X1 POST)**
(Period: 24 months contract)

STIPEND : R7 043.31 per month
CENTRE : Head Office: Mmabatho
REQUIREMENTS : Grade 12 Certificate plus minimum National Diploma/Bachelor Degree in Security Administration Services.

ENQUIRIES : Ms M.E Motshologane Tel No: (018) 388 4256