

## INTERNAL/EXTERNAL ADVERTISEMENT

**POSITION:** GRADUATE DEVELOPMENT PROGRAMME (FIXED TERM CONTRACT - 24 MONTHS)

**EMPLOYMENT TYPE:** FIXED TERM CONTRACT

**GRADE:** NON-GRADED

**AREA:** SABS – HEAD OFFICE – PRETORIA

**REPORTING TO:** MANAGEMENT

### MAIN JOB PURPOSE

The South African Bureau of Standards invites unemployed South African graduates to apply for a two (2) year Graduate Development Programme. This programme is designed to support the successful candidate's transition into the working environment. During the programme, the graduates will gain valuable exposure to a range of formal training and experiential learning. The successful candidates will receive a monthly stipend of **R8,000.00** for the duration of the Programme.

### MINIMUM EDUCATIONAL QUALIFICATIONS

Division / Department	No of Positions	Field of Study / Minimum Qualification Requirements	Position Reference
<b>Certification Services</b>	10	National Diploma / Diploma in Office Administration or related filed (NQF Level 6)	CertificationAdmin
<b>Corporate Services</b>	3	National Diploma / Diploma in Mechanical / Electrical Engineering or related filed (NQF Level 6)	FacilitiesMaintenance
	2	National Diploma / Diploma in Mechanical, Instrumentation, Electrical Engineering or related filed (NQF Level 6)	FacilitiesEngOps
	1	National Diploma / Diploma in Labour Relations, Labour Law or related filed (NQF Level 6)	HCEmployeeRelations
	1	National Diploma / Diploma in Human Resources Development (NQF Level 6)	HCHRDMngt
<b>Customer Partnering</b>	1	National Diploma / Diploma in Administration, Business Administration, Customer Relations Management or related filed (NQF Level 6)	CustEngagement
	1	National Diploma / Diploma in Marketing, Digital Marketing, Social Media and Communications, Public Relations and Journalism or related filed (NQF Level 6)	CustMarkComms
	2	National Diploma / Diploma in Business Administration, Marketing, Business Management, Commerce, Economics or related filed (NQF Level 6)	CustSalesBusDev
<b>Finance</b>	3	National Diploma / Diploma in Finance, Accounting or related filed (NQF Level 6)	Finance

<b>Finance</b>	3	National Diploma / Diploma in Supply Chain Management, Logistics, or related filed (NQF Level 6)	SupplyChainMngt
<b>Operations</b>	1	National Diploma / Diploma in Industrial Engineering or related filed (NQF Level 6)	COOperations
<b>Laboratory Services</b>	2	National Diploma / Diploma in Chemistry, Civil, Mechanical, Fire Engineering or related filed (NQF Level 6)	LSDCivilTest
	1	National Diploma / Diploma in Mechanical Engineering or related filed (NQF Level 6)	LSDMechTest
	2	National Diploma / Diploma in Mechanical Engineering or related filed (NQF Level 6)	LSDFluidTech
	1	National Diploma / Diploma in Mechanical Engineering or related filed (NQF Level 6)	LSDSystCert
	1	National Diploma / Diploma in Analytical Chemistry or related filed (NQF Level 6)	LSDIndusChem
	4	National Diploma / Diploma in Analytical Chemistry, Biochemistry or related filed (NQF Level 6)	LSDFoodHealth
	4	National Diploma / Diploma in Heavy Current or High Power or related filed (NQF Level 6)	LSDElectroTech
<b>Office of the CEO</b>	2	National Diploma / Diploma in Accounting, Internal Audit or related filed (NQF Level 6)	InternalAudit
	1	National Diploma / Diploma in Law, Paralegal or related filed (NQF Level 6)	LegalServices
	1	National Diploma / Diploma in Risk Management, Internal Auditing or related filed (NQF Level 6)	ComplianceRisks
<b>Standards</b>	3	National Diploma / Diploma in English, Communications or related filed (NQF Level 6)	StandardProcessSup
	3	National Diploma / Diploma in Architecture, Building Science, Transportation, Mechanical, Civil Engineering or related filed (NQF Level 6)	StandardsBuildEng
	2	National Diploma / Diploma in Chemical Engineering, Food Technology, Biochemistry or Chemistry or related filed (NQF Level 6)	StandardNaturalScience
	2	National Diploma / Diploma in Electrical Engineering (Power & Electronics), ICT or Environmental Management or related filed (NQF Level 6)	StandardsElectrolCTSyst
<b>ICT &amp; Knowledge Management</b>	1	Information Systems or Computer Science or IT-related qualification at a minimum NQF level 6 (National Diploma or Advanced Diploma)	ICTBusApplicatSupport
	1	Information Systems or Computer Science or IT-related qualification at a minimum NQF level 6 (National Diploma or Advanced Diploma)	ICTServerAdminSupport
	1	Information Systems or Computer Science or IT-related qualification at a minimum NQF level 6 (National Diploma or Advanced Diploma)	ICTServiceDeskAgent

## APPLICATIONS

Applications should be accompanied by a CV, certified copies of qualification/certificates, driver's license (where applicable) and identity document. Applicants with foreign qualifications must submit a SAQA evaluation report of the qualification. The successful candidates will be subjected to a verification of

qualifications. Correspondence will be limited to shortlisted applicants only. Failure to submit the required documents will automatically disqualify the applicant.

**CLOSING DATE: 29 May 2024**