



KWAZULU NATAL DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

INTERNSHIP PROGRAMME for 2012/13

The KwaZulu-Natal Department of Economic Development and Tourism hereby invites applications for Internship opportunities that exist within the Department.

Applications are invited from unemployed graduates/diplomats residing in the KwaZulu-Natal Province so as to gain practical work experience in the following operations in the Department. Accordingly, internships will be offered in the following fields:

DIRECTORATE	REF. NO.	INTERNS REQUIRED
Monitoring and Evaluation	M&E12	1
Policy Planning	PP12	1
Executive Secretarial/Office Administration (HR Manager's Office)	HRO12	1
Human Resource Management and Practices	HRM&P12	2
Ministry – Executive Secretarial/Office Admin	Ministry12	1
Human Resource Management (Labour)	LABOUR12	1
Work-Study Services	WSS12	1
Finance (Internal Audit)	FIA12	1
Finance (Budget)	FB12	2
Finance (Revenue)	FR12	2
Supply Chain Management	SCM12	4
Consumer	C12	1
Business Regulations	BR12	1
Financial Information Systems	FIS12	1
Tourism	T12	2
Information Technology	ICT12	1
Legal Services	LS12	1
Agribusiness	AGR12	1
Clothing & Textiles	C&T12	1
Black Economic Empowerment (BEE)	BEE012	1
Employee Assistant Programme (EAP)	EAP12	1
Local Economic Development	LED12	2
Executive Secretarial/Office Administration	HoD12	2
Intergovernmental Relations		1
Corporate Communication	CC12	2
Enterprise Development		
• SMME Fund	ED12	1
TOTAL NUMBER OF INTERNS		36

REQUIREMENTS:

Applicants must satisfy the following requirements:

- An appropriate tertiary qualification Degree/National Diploma relevant to the above-mentioned fields.
- An applicant must have been unemployed for a minimum period of at least one year after completion of a tertiary qualification.
- Applicant should be between 18 to 35 years of age.
- Applicants must be resident of KWAZULU-NATAL.

NOTES AND INSTRUCTION TO APPLICANTS, PLEASE READ CAREFULLY:

1. The programme will run for a period of one (1) year. (01-04-12 to 31-03-2013)
2. Successful applicant/s will be required to enter into an Internship contract with the KwaZulu-Natal Department of Economic Development and Tourism.
3. The Public Services is under no obligation to employ the Intern on completion of the programmes.
4. Interns will be paid a monthly stipend as outlined in the Departmental Internship Policy.
5. **NB the Department does not promote recycling of Interns, if you have participated in an internship programme before please do not apply or you will be disqualified. People with disabilities are encouraged to apply.**
6. Applicants who studied through private Colleges/Institution kindly attached proof of credits points for your qualification from your college/institution.
7. If you have participated in any form of experiential training please provide details such as; Institution, Duties and Period
8. The application must be in this particular order; Completed and signed Z83 form with reference number indicated in the reference column e.g. ref: M&E12. The form is obtainable from any Public Service Department also available from the website www.kznded.gov.za, Detailed CV, Certified (Senior Certificate, Qualification, Statement/Credits certificate and ID Copy) not copied of certified copies.
9. Separate application must be provided for each position applied for.

Failure to abide by the above instructions will render your disqualification. Interested candidates should forward their application with full contact details in the following address;

The Manager,
Human Resource Management,
Private Bag X 9152,
Pietermaritzburg
3200.
For Attention : Ms M Mngoma

All enquiries must be directed to Mr. T C Mchunu Tel. No. 033-264 2617

Due to the large number of applications we envisage receiving, only short-listed candidates will be contacted. Should you not hear from us within three months of the closing date, please regard your application as unsuccessful.

Closing date for submission of applications: 31/01/2012.

NB. Faxed/emailed applications will not be accepted.