



Enquiries:
Imibuzo: M R C Msweli
Navrae:

Reference:
Inkomba: Internships
Verwysing:

Date:
Usuku: 15/12/2011
Datum:

INTERNSHIP PROGRAMME FOR 2012-2013.

The KwaZulu-Natal Department of Education is providing opportunities for the unemployed youth to participate in the Internship Programme as part of its contribution to the skills development initiative as expressed in the NSDS, ASGI-SA and PGDS objectives.

Interested candidates must be in possession of a degree from recognized University or National Diploma from a University of Technology as a minimum, to undertake workplace training. Opportunities for Internship are available in the following areas:

A. Human Resource and Administrative Services: (Ref No. KZNDE/001/Intern) Requirements: Degree/ Diploma in: <ul style="list-style-type: none">▪ Human Resources▪ Public Administration▪ Office Administrative▪ Policy Development▪ Social Science▪ Strategic Planning and Management▪ Asset Management	B. Information Technology Services: (Ref No. KZNDE/002/Intern) Requirements: Degree/ Diploma in: <ul style="list-style-type: none">▪ Information Systems▪ Systems Design▪ Web Design▪ Programming & Networking
C. Media and Citizen Liaison: (Ref No. KZNDE/003/Intern) Requirements: Degree/ Diploma in: <ul style="list-style-type: none">▪ Communication Science▪ Public Relations▪ Media Studies	D. Superintendent General Office: (Ref No. KZNDE/004/Intern) Requirements: Degree/ Diploma in: <ul style="list-style-type: none">▪ Office Management▪ Finance
E. Management Advisory Services: (Ref No. KZNDE/005/Intern) Requirements: Degree/ Diploma in: <ul style="list-style-type: none">• Production Management with work study modules 1, 2, 3.	F. Legal Services: (Ref No. KZNDE/006/Intern) Requirements: Degree/ Diploma in: <ul style="list-style-type: none">▪ B Proc or LLB

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KWAZULU-NATAL DEPARTMENT OF EDUCATION

POSTAL : Private Bag X9137, Pietermaritzburg, 3200, KwaZulu-Natal, Republic of South Africa

PHYSICAL: 228 Pietermaritz Street, Office 131 A, 1st Floor, Pietermaritzburg, 3201

TEL : Tel. +27 33 846 5209 | Call Centre: +27 0860 569 353 | Fax: +27 33 846 5334 | E-mail: Mandla.msweli@kzndoe.gov.za |
Web: www.kzneducation.gov.za



<p>G. Logistic, Assets and Disposal: (Ref No. KZNDE/007/Intern)</p> <p>Requirements: Degree or Diploma in:</p> <ul style="list-style-type: none">▪ Accounting, Commerce▪ Financial Management with Data Processing and MS Excel as minor subjects	<p>H. Infrastructure Directorate: (Ref No. KZNDE/008/Intern)</p> <p>Requirements: Degree or Diploma in:</p> <ul style="list-style-type: none">▪ Quantity Survey▪ Architecture▪ Civil Engineering▪ Building Management▪ Construction Management
<p>I. Specialist Fields (Ref No. KZNDE/009/Intern)</p> <p>Requirements: Degree or Diploma in:</p> <ul style="list-style-type: none">▪ Library Sciences▪ Sports Administration/ Science▪ Psychology▪ Language, Speech Therapy or Audiology▪ Social Worker▪ Occupational Therapy▪ Inventory Management▪ Statistics▪ Speech and Drama▪ Arts & Culture	<p>J. Finance: (Ref No. KZNDE/010/Intern)</p> <p>Requirements: Degree or Diploma in:</p> <ul style="list-style-type: none">• Accounting• Taxation (Tax)• Auditing• Procurement/SupplyChain Management• Budgeting• Financial Management• Business Studies

In addition, candidates must be:

- South African citizens
- Between the age of 18-35
- Currently unemployed or not studying
- Prepared to enter into a contractual agreement with the department
- Available for placement in the departmental offices across the province
- Without relevant work experience.

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Interested candidates should apply in writing by filling in the **Z83 form**, obtainable from any government office, and must include certified copies of the following documents:

- A certified copy of South African identify document
- A recent detailed CV
- A certified copy of matric certificate
- A certified copy of the degree or diploma certificate and or academic record
- A full academic record indicating individual modules or courses.

Applicants must indicate the Reference Number of the field / area in their Z83 application forms. The department offers a fully-structured and guided Internship Programme and will pay successful interns a monthly stipend/allowance.

The closing date for applications is **10 February 2012** Fully completed applications must be forwarded to the office where you prefer to be placed. The following are offices where application forms should be submitted.

OFFICE	CONTACT PERSON	TELEPHONE NUMBER	ADDRESS
Pietermaritzburg (Head Office)	Ms NP Hlongwa	033 846 5283	Office No. 108A & 117
	Ms PG Hlengwa	033 846 5292	228 Pietermaritz Street Pmburg 3201
Zululand Service Centre	Mr S.J Gumede	033 874 3537	2 nd Floor LA Building King Dinuzulu H/Way Ulundi 3838
Pinetown District	Mr H. Ameerchund	031 737 2077/ 031 737 2061	17 Crompton Street Pinetown (former Italia Building)
Umlazi District and EThekweni Service Centre	Mr B.A Macaringue	031 360 6267	8 th Floor Truro House 17 Victoria Embankment
Vryheid District	Ms S Luthuli	034 989 9825	Parkhome No. 11 Cnr South & West Parkhome Vryheid 3100
UThukela District	Mr KS Narainsamy	036 638 5250	No. 216 Queens Gate Bld Crn Queen & Keate Street Ladysmith 3381
Umgungundlovu District	Ms TJ Khumalo	033 341 6449	Room 217, Jabu Ndlovu Street, Pietermaritzburg 3201

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kzn education

Department:
Education
KWAZULU-NATAL

Umzinyathi District	Mr A Njibe	034 219 2103 034 219 2761	Room 36, No. 40 Wilson St (Opposite Home Affairs), Dundee 3000
Amajuba District	Mr B. Mdlalose	034 328 4586	113 Panorama Drive Lennoxton, Newcastle 2940
Ilembe District	Ms S.S Nkwanyana /Ms N. Ngonyama	031 327 0911/ 031 327 0433	72 Stalwart Simelane Str. Malgate Durban 4000
Obonjeni District	Mr M.T Zitha/ Mr S. Shezi	035 573 9600	Corner of Thubalethu and Telebhe Road Mkhuze 3965
Ugu District	Mr R. Mark	039 688 8600 039 688 8628	46 Aiken Street Portshepstone 4240
Empangeni District	Mr T.L Mathonsi	035 901 1457	Cnr Maxwell and Hancock Avenue
Sisonke District	Mr W Napier/Ms JM Mkhize/ Mr. B. Mkhanyawo	039 797 3700	8 Main Street Kokstad

Please note that **No Faxed Applications** will be considered. The department reserves the right to place or not to place applicants based on its needs and requirements.

Mr GN Ngcobo

DATE

General Manager: HRM

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