



DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

Enq : Tjale K.M
Tel No : (015) 294 2202
Date : 07 November 2016

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS
ALL TVET CAMPUS MANAGERS
ALL MUNICIPAL MANAGERS

DEPARTMENTAL CIRCULAR NO. 48 OF 2016.

INTERNSHIP PROGRAMME FOR 2017/ 18: DEPARTMENT OF COOPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.

Applications are therefore invited from YOUTH GRADUATES solely from Limpopo Province. People with disabilities are encouraged to apply.

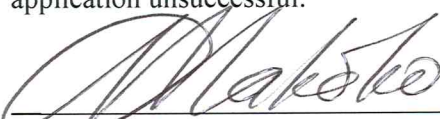
The Department of Cooperative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. 120 interns are required for 2017/ 18 Financial Year.

1. Applications are hereby invited for a 12 months fixed contract Internship Programme placement in the Department of Cooperative Governance, Human Settlements and Traditional Affairs as outlined on the attached Annexure. **The contents of this circular must be brought to the attention of all employees within your Department and Institutions.**
2. Applications should be submitted on Z83 form obtainable from all Public Service Departments, accompanied by certified copies of education qualifications, Identity document and detailed/ comprehensive CV, Proof of Limpopo residency: **Original copy of Municipal rates and tax statements or signed and stamped letter by the Traditional Authority or ESKOM statements. Faxed or e-mailed applications will not be considered.** The field for which you are applying for must be clearly stated. Failure to submit the required documentation will automatically disqualify applications. Due to large volume of applications we envisage to receive, unsuccessful applications will not be returned/ posted back to applicants.
3. **Those graduates who have already completed an Internship Programme in any Government institution are not allowed to apply.**
4. Applications should be submitted to: The Acting Head of Department; Department of CoGHSTA, Private Bag X 9485, POLOKWANE 0700 **OR** submitted in person to CORPORATE RECORDS (Registry) First Floor at 28 Market Street.

Contact Persons: Internships and Learnerships Personnel (Ms. Matjea M.A, Ms. Nkuna J.K, Mr. Nkumbuta M.M, Ms. Ndlovu A.N, Ms. Mantlhakga M.J and Mr. Maleka P.M at (015) 294 2018/ 2004/ 2243/ 2288/ 2122/ 2003).

CLOSING DATE: 15 DECEMBER 2016

If you do not receive any response from us within 03 months after the closing date, you may regard your application unsuccessful.


ACTING HEAD OF DEPARTMENT



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
**CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS**

Vision:

Integrated Sustainable Human Settlements

INTERNSHIP PROGRAMME

The Department of Cooperative Governance, Human Settlements and Traditional Affairs is looking for one hundred and twenty (120) Limpopo Province unemployed graduates youth between the ages of 18 and 35 to be placed on a non-extendable 12 months fixed period Internship Programme for 2017/ 2018 financial year.

Applications are therefore invited from Limpopo Province unemployed youth qualifying in the following fields of studies and area of placement. People with disabilities are encouraged to apply.



AREA OF PLACEMENT	REFERENCE NO	MINIMUM QUALIFICATION REQUIRED	ALLOCATED NUMBER
1. Legal Services	CoGHSTA/ 2017/01	LLB (Four Year Degree) NQF 7	01
2. HOD Support	CoGHSTA/2017/02	Three year Diploma/ Degree in Office Administration and Technology/ Public Management/ Administration and Management Assistant.	01
3. Budget Services and Compliance	CoGHSTA/2017/03	Three (3) Years National Diploma or Degree/ Commerce/B Com in Financial Management/ Management Accounting/ Cost Accounting/ Economics.	02
4. Municipal Finance	CoGHSTA/2017/04	Three year Diploma/ Degree in Accounting/ Financial Management/ Internal Auditing/ Local Government Finance/ Cost and Management Accounting.	03
5. Departmental Expenditure and Housing Finance	CoGHSTA/ 2017/05	Three (3) year National Diploma/ Degree in Financial Management/ Accounting.	04
6. ICT Infrastructure and Systems	CoGHSTA/ 2017/06/ PM	ICT GOVERNANCE AND PROJECTS Three year tertiary qualification in IT or Degree in Computer Science. Understanding of Project Management, COBIT, ITIL and TOGAF.	02
	CoGHSTA/ 2017/06/ PHP	SYSTEM DEVELOPMENT Three year qualification in IT or Degree in Computer Science. Knowledge of HTML5/ HTML PHP, Java Script, ASP, jQuery, CSS3, Linux Administration and troubleshooting will be an added advantage.	02

	CoGHSTA/ 2017/06/ ICT	ICT SECURITY Three year tertiary qualification in IT/ or a Computer Science. Security+ will be an added advantage Understanding of Security Systems such as Firewall and Anti-Virus software.	01
	CoGHSTA/ 2017/06/ MCSE	ICT INFRASTRUCTURE Three year National Diploma/ Degree in IT/ Computer Science MCSE, MCITP, N+ Certificate	02
7.Organisational Development and Design	CoGHSTA/ 2017/07	Three years National Diploma/ Degree in Management Services/ Operations Management	01
8. Human Settlements Programme Performance and Technical Services (HSPP and TS)	CoGHSTA/ 2017/08/ TS	CIVIL ENGINEERS A three year National Diploma/Degree in Civil Engineering.	02
	CoGHSTA/ 2017/08/ HSPP	TOWN/ URBAN AND REGIONAL PLANNERS A three year National Diploma/ Degree in Town/ Urban and Regional Planning.	02
	CoGHSTA/ 2017/08 / ADMIN	ADMINISTRATORS Three year National Diploma/ Degree in Public Management/ Administration or equivalent.	01
9. IDP (Integrated Development Planning) Coordination	CoGHSTA/ 2017/09	Three years National Diploma/ Degree in Development Studies/ Public Management.	01
10. HR Practices and Administration	CoGHSTA/2017/10/ HRM	HRM Three (3) year National Diploma/ Degree in HRM	02
	CoGHSTA/2017/10/ REC	HR RECORDS Three year (3) National Diploma/ Degree in Records Management/ Archival Studies/ Public Management/ Administration / Information Management.	01
11. Labour Relations	CoGHSTA/ 2017/11	Three year National Diploma/ Degree in Labour Relations / Labour Law.	02
12. Employee Wellness	CoGHSTA/2017/12/ EAP	A degree in Social Work, and registration with the Council	01
	CoGHSTA/2017/12/ OHS	Three year tertiary qualification in Safety Management.	01
13. Spatial and Human Settlement Planning	CoGHSTA/ 2017/13 GIS	GIS National Diploma/Degree in Environmental Science/ Geography/ GIS/ Geo Informatics or related.	02
	CoGHSTA/2017/ 13/ HSPSP	HSPSP National Diploma/ Degree in Town and Regional Planning/ Geomatics/ Surveying.	02

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14. Land Use, Deeds and Statutory Bodies	CoGHSTA/ 2017/14	Three (3)Year National Diploma/ Degree in Town and Regional Planning or Urban and Regional Planning	03
15. Human Settlement Development Region A and B	CoGHSTA/2017/15/ HSD	Three (3) year National Diploma or Degree N6 in Building Science, Architecture/ Civil Engineering/ Quantity Surveying.	25
16. Communication Services	CoGHSTA/ 2017/16	Three year National Diploma /Degree in Communications/ Media Studies / Public Relations or Journalism.	03
17. Accounting and Systems	CoGHSTA/ 2017/17	Three (3) Years National Diploma or Degree in Accounting / Commerce/ Financial Management/ Internal Auditing.	02
18. Security and Investigations	CoGHSTA/ 2017/18	Three year Degree/ National Diploma in Security Management / Policing/ Law/ Administration.	02
19. Risk and Internal Controls	CoGHSTA/ 2017/19	Three year National Diploma/ Degree in Risk Management/ Internal Auditing or equivalent.	02
20. Municipal Accreditation and Capacity Building	CoGHSTA/ 2017/ 20	Three year National Diploma or Degree in Public Administration/ Public Management and Development Studies.	03
21. Information Management	CoGHSTA/2017/ 21	Three year National Diploma or Degree in library Science, Information Science/ Archival Science/ Public Management/ Records Management.	02
22. HR Planning, Post Provisioning and Information Management.	CoGHSTA/2017/22	Three year National Diploma or Degree in HRM/ Public Management/ Administration.	02
23. Municipal Institutional Capacity Building	CoGHSTA/ 2017/23	Three (3) years Degree / National Diploma in Development Studies/ Project Management or Public Administration	02
24. Strategic Planning	CoGHSTA/2013/24	Three year (3) Diploma/ Degree in Public Administration/ Management/ Management Assistant/ Business Management	02
25. Subsidy Administration, Contracts, Claims and Housing Secretariat	CoGHSTA/2013/25	Three (3) Year National Diploma or Degree in Public Administration	02
26. Democratic Governance	CoGHSTA/ 2017/26/ IGR	Three (3) Year National Diploma/ Degree in Public Management/ Administration/ International Relations.	02
27. Local Economic Development	CoGHSTA/ 2017/27	Three year National Diploma or Degree in Economics/ Development Studies.	02
28. Demand and Acquisition	CoGHSTA/2013/28	Three year National Diploma/ Degree in Supply Chain Management/ Financial Management/ Logistics/ Purchasing Management / Assets and Fleet Management.	03
29. Logistics and Assets Management	CoGHSTA/2017/29	Three year National Diploma/ Degree in Supply Chain Management/ Logistics/ Purchasing Management/ Assets and Fleet Management/ Financial Management.	05
30. MID (Municipal Infrastructure Delivery) Programmes	CoGHSTA/2013/30	Three year National Diploma/ Degree in Civil Engineering/ Water and sanitation/ Project Management	03

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31. Human Settlement Property Management	CoGHSTA/2013/31	Three year Diploma/degree in Real Estate or Property Management/Law of Property/ Financial Management.	02
32. Community Development Programme	CoGHSTA/ 2017/32	Three year National Diploma/ Degree in Public Administration/ Public Management/ Human Resource/ Management Assistant.	05
33. Research Policy and Legislation	CoGHSTA/ 2017/33	Three year National Diploma/ Degree in Public Management / Administration/ Research related degree will be an added advantage.	01
34. Municipal Performance, Monitoring and Evaluation	CoGHSTA/2013/34	A three year National Diploma/ Degree in Public Administration or Human Resource Management.	05
35. Service Delivery Improvement and Batho Pele	CoGHSTA/2013/35	Three year Degree/ Diploma in Public Management/ Administration or equivalent.	01
36. Special Programmes	CoGHSTA/2017/ 36	Three year National Diploma/ Degree in Gender, Youth, Children Studies/ Social Sciences/ Public Management/ Administration.	01
37. Disaster Management	CoGHSTA/2017/ 37	Three year Degree/ Diploma in Disaster Management/ Emergency Services and Fire/ Fire Technology/ Fire Fighting I X II, Risk Management.	02
38. Anthropological and Institutional Support.	CoGHSTA/2017/38	ANTHROPOLOGICAL SERVICES Three year National Diploma/ Degree in Administration/ Anthropology.	02

The interns will be paid a monthly stipend for a fixed contract of 12 months as follows:

Interns in possession of a three year diploma/degree; a four year degree (honours) Masters Degree and doctorate - R 4 990.00

Interns in possession of a two year qualification (NQF Level 5) - R 4 155. 00.

Applications should be accompanied by the following:

1. Completed and signed Z83 form.
2. A detailed Curriculum Vitae,
3. Certified copy of the identity document,
4. Certified copy of Matric Certificate ,
5. Certified copies of tertiary qualifications;
6. Proof of Limpopo residency through:
 - (a) Original copy of Municipal rates and tax statements;
 - (b) Signed and stamped letter by the traditional Authority; and
 - (c) Eskom Statements

7. Please Note:

1. Confirmation from SANCO or CIVIC association will not be considered as a proof of residence.
2. Those graduates who have already completed an internship programme in any government institution are not allowed to apply.
3. Successful applicants will be paid their monthly stipend based on the minimum qualification which was attached when they were applying for the internship placement.
4. Applicants, who completed their studies but have not yet graduated, must attach duly signed and stamped endorsement letters from their institutions.

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DEPARTMENT	Cooperative Governance, Human Settlements and Traditional Affairs
PHYSICAL ADDRESS	28 Market Street
POSTAL ADDRESS	Private Bag X 9485 POLOKWANE 0699
CONTACT PERSON	Mr Maleka PM (015) 294 2003, Ms Nkuna JK (015) 294 2004, Ms Ndlovu AN (015) 294 2288, Ms Matjea MA (015) 294 2018, Ms Mantlhakga MJ (015) 294 2122, Mr Nkumbuta MM (015) 294 2243
GENERAL ENQUIRIES	Ms Tjale KM (015) 294 2202
CLOSING DATES	15 December 2016

If you do not receive any response from us within 3 months after the closing date, you may regard your application as unsuccessful.