



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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

Enq : Mahlangu VM
Tel No: (015) 294 2046
Date : 08 February 2019

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 2 OF 18/19

**RECRUITMENT FOR INTERNSHIP PROGRAMME: DEPARTMENT OF
COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND
TRADITIONAL AFFAIRS**

The Department of Cooperative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets

1. Applications are hereby invited for 24 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 Departments.**
2. Applications should be submitted on form Z83 obtainable from all Public Service Departments, accompanied by certified copies of education qualifications, Identity document and detailed/comprehensive CV, Proof of Limpopo residency (Copy of Municipal rates and taxes/letter signed by Traditional Authority. **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 graduate who have already completed an Internship program in any government Institution or private sector are not allowed to apply.**
4. Applications should be submitted to: The Head of Department; Department of CoGHSTA, Private Bag X9485, POLOKWANE 0700 **OR** Submitted in person to HR RECORDS (Registry), First Floor at 28 Market Street.

Contact Persons: Ms. Mahlangu VM (015) 294 2046; Ms Mokhomole MA (015) 294 2286. Mr Monkoe MM (015) 294 2223, Ms Monyela H (015) 294 2073), Ms Matlopela MT (015) 294 2224 and Ms Mphati MP (015) 294 2068

CLOSING DATE: 01 March 2019

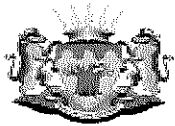
If you do not receive any response from us within 3 months after the closing date, you may regard your application as unsuccessful.



HEAD OF DEPARTMENT

28 Market Street, POLOKWANE, 0700, Private Bag X9485, POLOKWANE, 0700
Tel: (015) 294 2000, Fax (015) 291 5581, Website: www.coghsta.limpopo.gov.za

The heartland of Southern Africa - development is about people!



LIMPOPO
PROVINCIAL GOVERNMENT
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**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 sixty-five (65) Limpopo Province unemployed graduates youth between the ages of 18 and 35 to be placed on a non-extendable 24 months fixed period Internship Programme for 2019/ 2020 and 2020/2021 financial years.

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. MEC Support	CoGHSTA 2018/01	A three year qualification in Public Management/Administration/Strategic Management or Equivalent	01
2. HOD Support	CoGHSTA 2018/02	A three year qualification in Management Assistant/ Public Administration	01
3. Service Delivery Improvement and Batho Pele	CoGHSTA 2018/03	A three year qualification in Public Management/Administration/Strategic Management or Equivalent	01
4. ICT Infrastructure and Systems	CoGHSTA 2018/04	<p><u>ICT Security</u> A three year qualification in Information or Computer Science</p> <p>Security+ will be an added advantage</p> <p>Understanding of Security Systems such as Firewall Antivirus Software, WSUS and Proxy Server</p> <p><u>ICT Governance and Projects</u> A three year qualification in Information Technology or Computer Science</p> <p>CoBIT will be an added advantage</p> <p>Project Management (Prince2 or PMBOK) will be an added advantage</p> <p><u>ICT Infrastructure</u> A three year qualification in Information Technology or Computer Science</p> <p>MCSE, MCITP, CCNA, A+, N+ Certificates will be an added advantage</p> <p><u>Systems Development</u> A three year qualification in Information Technology or Computer Science</p> <p>Understanding of Software Development</p>	04

		Life Cycle, PHP, PostgreSQL and HTML Exposure to Apache, Drupal and other Open Source languages and software will be an added advantage	
5. Employee Wellness & EAP including OHS	CoGHSTA 2018/05	OHS A three year qualification in Safety Management EAP A three year qualification in Social Work and Council Registration	01 01
6. Information Management	CoGHSTA 2018/06	A three year qualification in Library Science or Information Management Or Any three year qualification Plus Certificate in Archival studies/Library Studies/Information studies	01
7. Special Programmes	CoGHSTA 2018/07	A three year qualification in HRM/Public Management/ Public Administration/ Gender Studies/ Youth Development	01
8. Strategic Planning	CoGHSTA 2018/08	A three year qualification in Public Management/Administration/Strategic Management/ Business Management	01
9. Communication Services	CoGHSTA 2018/09	A three year qualification in Communications/ Media Studies/ Public Relations/ Journalism/ Information or Knowledge Management and Language Services	01
10. Organizational Development and Design	CoGHSTA 2018/10	A three year qualification in Management Services/ Operations/ Production Management/Organization & Work-study	01
11. Human Resource Recruitment & Selection	CoGHSTA 2018/11	A three year qualification in HRM/ Public Administration	01
12. Human Resource Capacity Development	CoGHSTA 2018/12	A three year qualification in HRM/HR Development	01
13. Labour Relations	CoGHSTA 2018/13	A three year qualification in Labour Relations/ Labour Law/ LLB Degree	01
14. Security & Investigation	CoGHSTA 2018/14	A three year qualification in Security Risk Management/ Public Admin/ Law/ Policing	01
15. Research & Policy Coordination	CoGHSTA 2018/15	A three year qualification in Public Administration/ Public Management	01
16. Legal Services	CoGHSTA 2018/16	LLB Degree	01
17. Risk and Internal Controls	CoGHSTA 2018/17	A three year qualification in Risk Management & Internal Auditing	01
18. Budget Services and Compliance	CoGHSTA 2018/18	A three year qualification in Commerce/ Finance/ Financial Management/ Management Accounting/ Cost Accounting/ Economics	01
19. Departmental Expenditure and Housing Finance	CoGHSTA 2018/19	A three year qualification in Financial Management/Accounting	01
20. Accounting and Systems	CoGHSTA 2018/20	A three year qualification in Financial Accounting/ Cost & Management Accounting	01
21. Supply Chain Management	CoGHSTA 2018/21	A three year qualification in Supply Chain Management/ Logistics/ Purchasing Management/ Assets and Fleet Management/ Financial Management/ Accounting	01
22. Human Settlements Programme Performance and Technical Services (HSPP and TS)	CoGHSTA 2018/22	Town/Urban & Regional Planners A three year qualification in Town/Urban & Regional Planning Civil Engineers A three year qualification in Civil Engineering	01 01
23. Human Settlements Development Region A (Waterberg)	CoGHSTA 2018/23	A three year qualification/N6 in Building Science/ Architecture/ Quantity Surveying/ Civil Engineering/ Construction Project Management	03
24. Human Settlements	CoGHSTA 2018/24	A three year qualification/N6 in Building	03

Development Region A (Sekhukhune)		Science/ Architecture/ Quantity Surveying/ Civil Engineering/ Construction Project Management	
25. Human Settlements Development Region A (Capricorn)	CoGHSTA 2018/25	A three year qualification/N6 in Building Science/ Architecture/ Quantity Surveying/ Civil Engineering/ Construction Project Management	03
26. Human Settlements Development Region B (Mopani)	CoGHSTA 2018/26	A three year qualification/N6 in Building Science/ Architecture/ Quantity Surveying/ Civil Engineering/ Construction Project Management	03
27. Human Settlements Development Region B (Vhembe)	CoGHSTA 2018/27	A three year qualification/N6 in Building Science/ Architecture/ Quantity Surveying/ Civil Engineering/ Construction Project Management	03
28. Human Settlements Property Management	CoGHSTA 2018/28	A three year qualification in Real Estate/ Property Management/ Law of Property/ Public Administration	01
29. Housing Accreditation & Capacity Development	CoGHSTA 2018/29	A three year qualification in Public Administration/ Public Management/ Social Science/ Development Studies	01
30. Subsidy Admin, Contracts & Claims	CoGHSTA 2018/30	A three year qualification in Public Management/ Public Administration or Equivalent	01
31. Municipal Infrastructure Delivery Programmes	CoGHSTA 2018/31	<u>Municipal Infrastructure Development Delivery Programs</u> A three year qualification in Civil Engineering/ Water & Sanitation/ Project Management	01
		<u>Municipal Infrastructure Development Planning</u> A three year qualification in Town & Regional Planning or equivalent	01
32. Disaster Management	CoGHSTA 2018/32	A three year qualification in Disaster Management and Fire Fighting	01
33. Spatial & Human Settlements Planning	CoGHSTA 2018/33	<u>GIS</u> A three year qualification in Geoinformatics/ GIS/ related fields with GIS as a major subject.	01
		<u>Human Settlements Planning & Spatial Planning</u> A three year qualification in Town/Urban & Regional Planning	02
		<u>Survey/Spatial Planning</u> A three year qualification in Land Surveying/ Geomatics	02
34. Democratic Governance	CoGHSTA 2018/34	A three year qualification in Public Management/ Administration/ Internal Relations	01
35. Integrated Development Planning Coordination	CoGHSTA 2018/35	A three year qualification in Public Management/ Development Studies	01
36. Local Economic Development	CoGHSTA 2018/36	A three year qualification in Economics/ Development Studies	01
37. Community Development Programme	CoGHSTA 2018/37	A three year qualification in Public Management/ Public Administration/ HRM/ Management Studies or equivalent	01
38. Municipal Institutional Capacity Building	CoGHSTA 2018/38	A three year qualification in Public Management/ Public Administration/ Development Studies	01
39. Municipal Finance	CoGHSTA 2018/39	A three year qualification in BCom Accounting/ Accounting/ Financial Management/ Cost & Management Accounting/ Internal Auditing/ Local Government Finance	01
40. Municipal Performance Monitoring & Evaluation	CoGHSTA 2018/40	A three year qualification in Public Management/ Public Administration/ HRM/ Local Government/ Social Science	01
41. Land Use, Deeds and Statutory Bodies	CoGHSTA 2018/41	A three year qualification in Town & Regional Planning/ Urban & Regional Planning	02
42. House of Traditional Leaders	CoGHSTA 2018/42	A three year qualification in Public Management/ Public Administration	02
43. Anthropological & Institutional Support	CoGHSTA 2018/43	A three year qualification in Anthropology or equivalent	01

The interns will be paid a monthly stipend for a fixed contract of 24 months as follows:

Interns in possession of a qualification (NQF level 6 to NQF Level 8) - R 5 728.54 p.m

Interns in possession of a qualification (NQF Level 9) - R 7 072.19 p.m

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 **OR**
 - (b) Signed and stamped letter by the traditional Authority **OR**
 - (c) Eskom Statements.

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.

DEPARTMENT	Cooperative Governance, Human Settlements and Traditional Affairs
PHYSICAL ADDRESS	28 Market Street
POSTAL ADDRESS	Private Bag X 9485 POLOKWANE 0699
CONTACT PERSON	Ms Mokhomole MA (015) 294 2286, Mr Monkoe MM (015) 294 2223, Ms Monyela H (015) 294 2073, Ms Matlopela MT (015) 294 2224 and Ms Mphati MP (015) 294 2068
GENERAL ENQUIRIES	Ms Mahlangu VM (015) 294 2046
CLOSING DATES	01 March 2019

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