



Eng : Tjale KM
Tel No : (015) 294 2202
Date : 27 November 2017

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS
ALL TVEET AND HEI CAMPUS MANAGERS
ALL MUNICIPAL MANAGERS

DEPARTMENTAL CIRCULAR NO **3** OF 2017

RECRUITMENT FOR INTERNSHIP PROGRAMME: DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENT AND TRADITIONAL AFFAIRS.

Applications are therefore invited to unemployed Limpopo Youth Graduates qualifying in the following fields of studies and area of placement. 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. 130 interns are required for 2018/19 financial year.

1. Applications are hereby invited for 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 Departments and Institutions.

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: (Certified copy of Municipal rates and tax statement /signed and stamped letter by 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 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 & Learnership Personnel (Ms. Matya MA; Ms Nkuna JK, Ms Mandhakga MJ, Mr. Nkumbura MM and Ms Ndlovu AN at (015) 294 2018/2004/2122/2287 & 2288.

CLOSING DATE: 05 JANUARY 2018

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

27-11-17

Vision: Integrated Sustainable Human Settlements

INTERNSHIP PROGRAMME FOR 2018/19

The Department of Cooperative Governance, Human Settlements and Traditional Affairs is looking for One Hundred and Thirty (130) unemployed graduates between the ages of 18 and 35 solely from Limpopo Province. The Internship is a twelve (12) months non-extendable programme to start from 01 April 2018 to 31 March 2019.

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.



NAME OF DIRECTORATE	REFERENCE	NUMBER OF POSTS	REQUIREMENTS
Service Delivery Improvement and Batho Pele	COGHSTA/2018/01	01	Three year National Diploma or Degree in Public Management/ Administration or Equivalent
HOD Support	COGHSTA/2018/02	01	Three year National Diploma / Degree in Office Administration and Technology / Management Assistant
ICT Infrastructure and Systems	COGHSTA/2018/03/INFRA	04	Three year tertiary qualification in Information Technology or Computer Science
	COGHSTA/2018/03/SD	02	Three year tertiary qualification in Information Technology or Computer Science, Software Development or Web Applications. Understanding of the Software Development Life Cycle, PHP, PostgresSQL, HTML, Exposure to APACHE, Drupal and other Open Source languages and software will be an added advantage.
	COGHSTA/2018/03/SEC	02	ICT Security Three year tertiary qualification in IT or a Degree in Computer Science Security+ will be an added advantage Understanding of Security Systems such as Firewall and Anti-Virus software
Employee Wellness and EAP	COGHSTA/2018/04/OHS	01	OHS Three year tertiary qualification in Safety Management
	COGHSTA/2018/04/EAP	01	EAP A Degree in Social Work, and registration with the Council
Information Management	COGHSTA/2018/05	01	Any three year National Diploma or Degree and an additional Certificate in Library Science/ Records Management/Archival Studies
Special Programmes	COGHSTA/2018/06	02	Three year National Diploma or Degree in Gender, Youth, Children Studies / Social Sciences / Public Management/ Administration/ Human Resource Management
Strategic Planning	COGHSTA/2018/07	01	Three year National Diploma or Degree in Public Administration / Public Management/ Business Management
Communication Services	COGHSTA/2018/08	02	Three year National Diploma or Degree in Communications, Media Studies, Public Relations, Journalism, Marketing Management, Information or

Organizational Development and Design	COGHSTA/2018/09	01	Three year National Diploma or Degree in Management Services / Operations/ Production Management
Labour Relations	COGHSTA/2018/10	01	Three year qualification in Labour Relations or Labour Law/ LLB Degree
Security and Investigation	COGHSTA/2018/11	02	Three year qualification in Security Management / Policing/ Forensic Investigation or Degree in Law
Research and Policy Coordination	COGHSTA/2018/12	01	Three year National Diploma or Degree in Public Administration/ Public Management/ research related degree will be an added advantage
Legal Services	COGHSTA/2018/13	01	LLB Degree
Risk and Internal Control	COGHSTA/2018/14	02	Three year National Diploma or Degree in Risk Management/ Internal Auditing or equivalent
Budget Services	COGHSTA/2018/15	02	Three year National Diploma or Degree in Commerce / Finance , Financial Management / Management Accounting / Cost Accounting / Economics
Departmental Expenditure and Housing Finance	COGHSTA/2018/16	03	Three year National Diploma or Degree in Financial Management / Accounting
Demand and Acquisition	COGHSTA/2018/17	02	Three year National Diploma or Degree in Supply Chain Management / Financial Management/ Logistics/ Purchasing Management/ Assets and Fleet Management
Accounting and Systems	COGHSTA/2018/18	02	Three year National Diploma or Degree in Commerce/ Financial Management/ Accounting/ Internal Auditing
Logistics and Assets Management	COGHSTA/2018/19	05	Three year National Diploma or Degree in Supply Chain Management/ Logistics/ Purchasing Management/ Assets and Fleet Management/ Financial Management
Human Settlements Programme Performance and Technical Services	COGHSTA/2018/20/RP	03	Town/Urban and Regional Planners A three year National Diploma or Degree in Town/Urban and Regional Planning
Human Settlements Development Region A (Waterberg)	COGHSTA/2018/21	06	Three year National Diploma/ Degree / N6 in Building Science/ Architecture/ Quantity Surveying / Civil Engineering
Human Settlements Development Region A (Sekhukhune)		04	
Human Settlements Development Region A (Capricorn)		06	
Human Settlements Development Region B (Mopani)		06	
Human Settlements Development Region B (Vhembe)		07	
Human Settlements Property Management		COGHSTA/2018/22	02
Subsidy Admin, Contracts and Claims	COGHSTA/2018/23	03	Three year National Diploma or Degree in Public Management / Administration
Municipal Infrastructure Delivery Programmes	COGHSTA/2018/24/DP	05	Delivery Programmes Three year National Diploma / Degree in Civil Engineering / Water & Sanitation / Project Management
Disaster Management	COGHSTA/2018/25	02	Three year qualification in Town & Regional Planning Three year year qualification in Disaster Management / Emergency Services / Fire Technology / Fire Rescue and Operations Technology
Spatial and Human Settlements Planning	COGHSTA/2018/26/HSP	04	Human Settlements Planning National Diploma or Degree in Town and Regional Planning/ Geomatics/ Surveying

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

CLOSING DATE: 05 JANUARY 2018

Contact Persons: Learnerships and Internships officials (Ms. Matjea MA; Ms Nkuna J.K, Ms Mantlhakga M.J, Mr. Nkumbuta M.M and Ms Ndlovu AN at (015) 294 2018/2004/2122/2287 & 2288.

Applications should be submitted to: The Head of Department; Department of COGHSTA, Private Bag X 9485, POLOKWANE 0700 OR Submitted in person to CORPORATE RECORDS (Registry – Office F06) First Floor at 28 Market Street, Polokwane (next to UNISA).

- Faxed or e-mailed application will not be considered.
- Successful applicants will be paid their monthly stipend based on the qualification which was attached when applying for the internship placement.
- Those graduates who have already completed an internship programme in any government department are not allowed to apply.
- Confirmation from SANCO or CIVIC association will not be considered as a proof of residence.

Applications should be submitted on form 283 obtainable from all Public Service Departments, accompanied by certified copies of educational qualifications, Identity document and detailed/comprehensive CV, Proof of Limpopo residency: (Certified copy of Municipal rates and taxes statement / signed and stamped letter by 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 as well as the reference number. Failure to submit the above the application will be automatically disqualified.

PLEASE NOTE:

- Interns in possession of qualifications on NQF Levels 6, 7, 8 and 9 will be paid a stipend of R5 353,75 a month.
- Interns in possession of qualifications on NQF Level 5 will be paid a stipend of R4 458,50 a month. (Only applicable to Engineering studies)

STIPEND:

TOTAL		130	
COGHSTA/2018/26/SP	02		Spatial Planning Three Year National Diploma or Degree in Land Surveying GIS
COGHSTA/2018/26/GIS	02		National Diploma or Degree in Environmental Sciences / Geography / GIS / Geo Informatics or related
COGHSTA/2018/27	02		Democratic Governance Three year National Diploma or Degree in Municipal Accreditation and Public Administration
COGHSTA/2018/28	02		Municipal Accreditation and Capacity Building Three year National Diploma and Degree in Public Management/ Administration/ Social Sciences/ Town & Regional Planning
COGHSTA/2018/29	02		Coordinated Three year National Diploma or Degree in Development Studies / Public Management
COGHSTA/2018/30	05		Local Economic Development Three year National Diploma or Degree in Economics/ Development Studies
COGHSTA/2018/31	05		Community Development Programme Three year National Diploma in Public Administration / Public Management/ Human Resource / Management Assistant
COGHSTA/2018/32	02		Municipal Institutional Capacity Building Three year National Diploma or Degree in Development Studies/ Public Management / Project Management
COGHSTA/2018/33	05		Municipal Finance Three Diploma or Degree in Accounting/ Financial Management/ Internal Auditing/ Local Government Finance/ Cost and Management Accounting
COGHSTA/2018/34	05		Evaluation A three year National Diploma or Degree in Public Administration in Local Government / Management / HRM
COGHSTA/2018/35	04		Land Use, Deeds and Statutory Bodies Three year National Diploma or Degree in Town and Regional Planning/ Urban and Regional Planning
COGHSTA/2018/36	01		House of Traditional Leaders Three year qualification in Public Management / Administration
COGHSTA/2018/37	02		Anthropological and Institutional Support Three year National Diploma or Degree in Public Management majoring in Anthropology
		130	