



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

Ref : SCH 4/1/1
Enq : Mokhomole M
Tel No : (015) 294 2270

TO : ALL PROVINCIAL HEADS OF DEPARTMENTS

DEPARTMENTAL CIRCULAR NO 01 OF 23/24

RE-ADVERTISEMENT OF 65 INTERNSHIP POSTS: DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply.

1. Applications are hereby invited for the filling of 65 vacant Internship posts, which exist in the Department of Co-operative Governance, Human Settlements and Traditional Affairs as outlined on the attached Annexure. **Please note that this is a re-advertisement, applicants who have applied in the previous advert (Circular 1 of 23/24) which closed on the 04th August 2023 do not need to re-apply, their applications will be considered.**
2. Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae, copy of proof of residence and copies of qualification (matric & tertiary). The specific reference number for the post must be quoted.

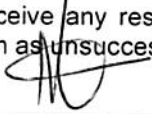
Note: The contents of this Circular will also be posted on the following website www.coghsta.limpopo.gov.za.

3. Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 **OR** Submitted in person to HR Records (Registry), First Floor at 28 Market Street (Next to UNISA).

All General enquiries should be directed to Mr Ramagoshi Phuti at (015) 294 2225, Mr Monkoe Mphodi at (015) 294 2223 and Ms Mokhomole Makgano (015) 294 2270.

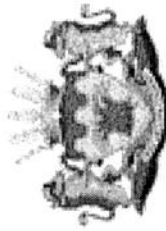
CLOSING DATE: 08th September 2023

The Department reserves the right to make an appointment in respect of the advertised posts. 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

2023/08/24
DATE



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 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 2023/ 2024 and 2024/2025 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 2023/06	A three year qualification in Public Management/Administration/Strategic Management or Equivalent	01
2. HOD Support	CoGHSTA 2023/07	A three year qualification in Management Assistant/Public Administration	01
3. Batho Pele	CoGHSTA 2023/08	A three year qualification in Public Management/Administration/Strategic Management or Equivalent	01
4. Information Communication Technology (ICT) Services	CoGHSTA 2023/09	ICT Security A three year qualification in Information or Computer Science Security+ will be an added advantage Understanding of Security Systems such as Firewall Antivirus Software, WSUS and Proxy Server ICT Governance and Projects A three year qualification in Information Technology or Computer Science CoBIT will be an added advantage Project Management (Prince2 or PMBOK) will be an added advantage ICT Infrastructure A three year qualification in Information Technology or Computer Science	04

		MCSE, MCITP, CCNA, A+, N+ Certificates will be an added advantage <u>Systems Development</u> A three year qualification in Information Technology or Computer Science Understanding of Software Development 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 2023/10	<u>OHS</u> A three year qualification in Safety Management	01
		<u>EAP</u> A three year qualification in Social Work and Council Registration	01
6. Records Management	CoGHSTA 2023/11	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 and Diversity Management	CoGHSTA 2023/12	A three year qualification in HRM/Public Management/ Public Administration/ Gender Studies/ Youth Development	01
8. Strategic Planning	CoGHSTA 2023/13	A three year qualification in Public Management/Administration/Strategic Management/ Business Management	02
9. Communication Services	CoGHSTA 2023/14	A three year qualification in Communications/ Media	01

			Studies/ Public Relations/ Journalism/ Information or Knowledge Management and Language Services	
10. Organizational Development and HR Planning	CoGHSTA 2023/15		A three year qualification in Management Services/ Operations/ Production Management/Organization & Work-study	01
11. Recruitment & Selection	CoGHSTA 2023/16		A three year qualification in HRM/ Public Administration	01
12. HRD and Performance Management	CoGHSTA 2023/17		A three year qualification in HRM/HR Development	01
13. Labour Relations	CoGHSTA 2023/18		A three year qualification in Labour Relations/ Labour Law/ LLB Degree	01
14. Security & Investigation	CoGHSTA 2023/19		A three year qualification in Security Risk Management/ Public Admin/ Law/ Policing	01
15. Legal Services	CoGHSTA 2023/20		LLB Degree	02
16. Management Accounting	CoGHSTA 2023/21		A three year qualification in Commerce/ Finance/ Financial Management/ Management Accounting/ Cost Accounting/ Economics	01
17. Financial Accounting and Administration	CoGHSTA 2023/22		A three year qualification in Financial Management/ Accounting	01
18. System Control	CoGHSTA 2023/23		A three year qualification in Financial Management/Cost and Management Accounting	01
19. Supply Chain Management	CoGHSTA 2023/24		A three year qualification in Supply Chain Management/ Logistics/ Purchasing Management/ Assets and Fleet Management/ Financial Management/ Accounting	01
20. Human Settlements Planning	CoGHSTA 2023/25		Town/Urban & Regional Planners A three year qualification in Town/Urban & Regional Planning	01
21. Human Settlements Programme and Project Management: Region A & Region B (Waterberg, Sekhukhune, Capricorn, Mopani & Vhembe)	CoGHSTA 2023/26		A three year qualification/N6 in Building Science/ Architecture/ Quantity Surveying/ Civil Engineering/ Construction Project Management	15

22. Human Settlements Administration and Property Management	CoGHSTA 2023/27	A three year qualification in Real Estate/ Property Management/ Law of Property/ Public Administration	01
23. Stakeholder Engagement & Capacity Development	CoGHSTA 2023/28	A three year qualification in Public Administration/ Public Management/ Social Science/ Development Studies	01
24. Human Settlements Subsidy Administration	CoGHSTA 2023/29	A three year qualification in Public Management/ Public Administration or Equivalent	02
25. Municipal Infrastructure Delivery Programmes	CoGHSTA 2023/30	A three year qualification in Civil Engineering/ Water & Sanitation/ Project Management	01
26. Municipal Infrastructure Development Planning	CoGHSTA 2023/31	A three year qualification in Town & Regional Planning or equivalent	01
27. Disaster Management and Fire Services	CoGHSTA 2023/32	A three year qualification in Disaster Management and Fire Fighting	01
28. Spatial Planning	CoGHSTA 2023/33	<u>GIS</u> A three year qualification in Geoinformatics/ GIS/ related fields with GIS as a major subject. <u>Strategic Spatial Planning</u> A three year qualification in Town/Urban & Regional Planning <u>Land Survey Services</u> A three year qualification in Land Surveying/ Geomatics	01 02 02
29. Democratic Governance	CoGHSTA 2023/34	A three year qualification in Public Management/ Administration/ International Relations	01
30. Integrated Development Planning Coordination	CoGHSTA 2023/35	A three year qualification in Public Management/ Development Studies	01
31. Local Economic Development	CoGHSTA 2023/36	A three year qualification in Economics/ Development Studies	01
32. Community Development Programme	CoGHSTA 2023/37	A three year qualification in Public Management/ Public Administration/ HRM/ Management Studies or equivalent	01

33. Municipal Institutional Capacity Building	CoGHSTA 2023/38	A three year qualification in Public Management/ Public Administration/ Development Studies	01
34. Municipal Finance	CoGHSTA 2023/39	A three year qualification in BCom Accounting/ Accounting/ Financial Management/ Cost & Management Accounting/ Internal Auditing/ Local Government Finance	01
35. Municipal Performance Monitoring & Evaluation	CoGHSTA 2023/40	A three year qualification in Public Management/ Public Administration/ HRM/ Local Government/ Social Science	01
36. Land Use, Deeds and Statutory Bodies	CoGHSTA 2023/41	A three year qualification in Town & Regional Planning/ Urban & Regional Planning	02
37. House of Traditional Leaders	CoGHSTA 2023/42	A three year qualification in Public Management/ Public Administration	02
38. Anthropology Services	CoGHSTA 2023/43	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 5 (i.e. N6)) - R 5 296.64 p.m.
 Interns in possession of a qualification (NQF level 6 to NQF Level 8) - R 6 360.21 p.m.
 Interns in possession of a qualification (NQF Level 9) - R 7 852.10 p.m.
 Interns in possession of a qualification (NQF Level 10) - R 9 659.65 p.m.

Applications should be accompanied by the following:

1. Fully completed new Z83 form;
2. A detailed Curriculum Vitae;
3. Copy of qualifications (Matric and Tertiary qualification);
4. Proof of Limpopo residency through:
 - (a) Copy of Municipal rates and tax statements OR
 - (b) Signed and stamped letter by the Traditional Authority; OR
 - (c) Eskom Statements



Please Note:

1. This is a re-advertisement, applicants who have applied in the previous advert that closed on the 04th August 2023 do not need to re-apply, their applications will be considered.
2. Confirmation from SANCO or CIVIC association will not be considered as a proof of residence.
3. Those graduates who have already completed an internship programme in any government institution are not allowed to apply.
4. Successful applicants will be paid their monthly stipend based on the minimum qualification which was attached when they were applying for the internship placement.
5. 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. Monyela H (015) 294 2073, Ms. Masha RM (015) 294 2068, Ms. Malahlela NM (015) 294 2224, Ms. Serumula M and Ms. Mabina R (015) 294 2046
GENERAL ENQUIRIES	Mr. Ramagoshi PR (015) 294 2225, Ms. Mokhomole MA (015) 294 2270 and Mr. Monkoe MM (015) 294 2223,
CLOSING DATES	08 September 2023

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