

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.
<u>FOR ATTENTION</u>	:	Ms L Boshielo
<u>CLOSING DATE</u>	:	15 December 2017 @ 16:30
<u>NOTE</u>	:	Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. The recommended candidate will be required to enter into a performance agreement and submit a financial disclosure annually.

MANAGEMENT ECHELON

<u>POST 49/102</u>	:	<u>CHIEF DIRECTOR: PROTOCOL AND CEREMONIAL SERVICES</u> Branch: Corporate Management
<u>SALARY</u>	:	All-inclusive package of R1,127,334 per annum(level 14) which consist of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate three year Bachelor's degree or equivalent qualification on NQF level 7 (as recognised by SAQA). A minimum of five (5) years' relevant experience at senior management level. Core Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Policy Analysis, Research Analysis. Process competencies: Communication, planning and organising, client orientation and customer focused, service delivery innovation, computer literate, Honesty and integrity, Problem solving, analysis and reporting.
<u>DUTIES</u>	:	Manage staff and co-ordinate logistics for outgoing and incoming state official and working visits of the Principals in conjunction with their Private Offices and DIRCO. Provide strategic leadership in management and coordination of Chancery of Orders and operationalization of State and official funerals. Planning and coordination of the Inauguration. Chairing the Presidency's Protocol committee responsible for domestic invites, sitting plan for all public engagements and sectorial meetings. Coordinate the entire sitting plan and Order of Proceedings. Manage all public engagements of the Principals. Support the Department of International Relations and Co-operation (DIRCO) in the coordination of the international programme. Manage and coordinate the swearing in of the Deputy President, Ministers and Deputy Minister after the inauguration.
<u>ENQUIRIES NOTE</u>	:	Ms Nonhlanhla Mshengu, Tel: (012) 300-5895 Candidates will be subjected to a security clearance up to the level of "Top Secret".

POST 49/103 : **CHIEF DIRECTOR: CABINET SECRETARIAT**
Branch: Cabinet Office

SALARY : All-inclusive package of R1,127,334 per annum (level 14) which consist of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules

CENTRE REQUIREMENTS : Pretoria
An appropriate three year Bachelor's degree or equivalent qualification on NQF level 7 (as recognised by SAQA). A minimum of five (5) years' relevant experience at senior management level. Understanding of government planning, policies and processes. Core Competencies: Knowledge management, Good verbal and written communication skills, planning and organising, client orientation and customer focus, strategic leadership, programme and project management, research analysis, policy analysis, computer literacy, honesty and integrity, change management, interpersonal skills, financial management, problem solving, analysis and reporting, people management and empowerment.

DUTIES : responsible for Cabinet activities such as drafting Cabinet Agendas, attend Cabinet Meetings and writing Cabinet meeting minutes. Oversee the process of drafting agendas, minute taking and related logistical arrangements for cabinet committee meetings. Foster a common understanding of the functioning of Cabinet and its committees, the decision-making process and to clarify and streamline working processes. Foster working relationships in support of the Cabinet system. Align annual Presidency planning, budgeting, reporting and performance processes. Develop chief directorate strategic planning and operational plans. Develop policies on how cabinet functions in relation to the uniform drafting of agendas and minutes, as well as the managing of meetings of Cabinet and its committees. Financial management of the component. Provide administrative advice to the Principals and the Secretary of the Cabinet on issues relating to the functioning of Cabinet and its Committees and participate in formulating overall policies guiding the general activities of the Presidency.

ENQUIRIES FOR ATTENTION : Ms Nonhlanhla Mshengu, Tel: (012) 300 5895
: Ms Kefilwe Maubane

INTERNSHIP PROGRAMME 2018/2019

APPLICATIONS : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.

FOR ATTENTION : Ms K Maubane

CLOSING DATE : 20 December 2017 @ 16h00

NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID document, as well as a comprehensive CV. It is an applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening relating to RSA citizenship, Criminal record, Credit record, verification of qualification(s). The outcome of this screening will be considered to determine suitability for employment. These internships are based in PRETORIA/CAPE TOWN respectively, as indicated. Candidates must be willing and able to find their own accommodation in Pretoria/Cape Town respectively, considering that they will not earn a salary but only a stipend. Each post must be applied for on a separate application form. If an application is received where person makes reference to more than one post, only the first reference will be considered. In addition to the requirements mentioned in each individual advertisement below: Unemployed South African graduates/post graduates, who are younger than 35 years of age, with a tertiary qualification in one of the fields of study (as mentioned in each advert below), who has not been previously employed under any internship programme

OTHER POSTS

- POST 49/104** : **PRIVATE OFFICE OF THE PRESIDENT REF NO: /1**
Chief Directorate: Communication
Period: 01 April 2018 until 31 March 2019
- STIPEND** : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of a National Diploma/Degree in Communications.
- DUTIES** : Media monitoring and circulation of media reports and material. Office administration. Updating media mailing list and data. Assist with the organizing of media briefings and media liaison duties during events.
- ENQUIRIES** : Ms. Felicity Mokwele (012) 300 5875
- POST 49/105** : **PRIVATE OFFICE OF THE PRESIDENT REF NO: /2**
Chief Directorate: Support Services
Period: 01 April 2018 until 31 March 2019
- STIPEND** : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of a National Diploma /Degree in Public Administration/Records Management.
- DUTIES** : Recording and filling of correspondence. Routine office administration such as filling, faxing and photocopying.
- ENQUIRIES** : Ms. Felicity Mokwele (012) 300 5875
- POST 49/106** : **CABINET OFFICE: FOSAD SECRETARIAT REF NO: /3**
Period: 01 April 2018 until 31 March 2019
- STIPEND** : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of National Diploma/Degree in Public Administration/Social Sciences
- DUTIES** : To assist with administrative and logistical arrangements for the successful convening and hosting of FOSAD cluster meetings. Provide secretarial services to FOSAD cluster meetings.
- ENQUIRIES** : Ms. Felicity Mokwele (012) 300 5875
- POST 49/107** : **OFFICE OF THE DEPUTY PRESIDENT: DEPUTY DIRECTOR-GENERAL (2 POSITIONS) REF NO: /4**
Period: 01 April 2018 until 31 March 2019
- STIPEND** : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of Master's Degree (or studying towards Masters in Economics/Demography, Town Planning or Statistics).
- DUTIES** : To provide research support on special projects assigned to the Office of the Deputy President. Draft reports and support the management team with compiling briefing notes and documents. Support the communications function

- of the unit in relation to social media, media monitoring and communications research.
- ENQUIRIES** : Ms. Felicity Mokwele (012) 300 5875
- POST 49/108** : **CORPORATE SERVICES: AUXILIARY SERVICES REF NO: /5**
Period: 01 April 2018 until 31 March 2019
- STIPEND** : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of National Diploma/Degree in Knowledge Management/ Library Services & Information Management
- DUTIES** : Cataloguing, Classification. Circulation of Information Resources. Collection. Development. Weeding. User Education. Alert Distribution and New Library Technology trends and related matters.
- ENQUIRIES** : Ms. Felicity Mokwele (012) 300 5875
- POST 49/109** : **CORPORATE SERVICES: SPOUSAL SUPPORT REF NO: /6**
Period: 01 April 2018 until 31 March 2019
- STIPEND** : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of National Diploma/Degree in Administration
- DUTIES** : Maintain and manage the inventory, Maintain office calendar, Prepare minutes of all internal and external meetings, Track budgets for the spousal support, Oversee all internal and external procurements, Device and manage the filing system together with the unit secretary, Manage administration of the spouses social outreach programme, Tracking documents for the unit, Arrange the flight and accommodation for the Spouses of the President, Deputy President and the dependents.
- ENQUIRIES** : Ms. Felicity Mokwele (012) 300 5875
- POST 49/110** : **CORPORATE SUPPORT SERVICES: INFORMATION TECHNOLOGY (2 POSITIONS): REF NO: /7**
Period: 01 April 2018 until 31 March 2019
- STIPEND** : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of National Diploma/Degree in Information Technology Support Systems
- DUTIES** : Provide user support with hardware and software applications as well as Transversal Systems. Prepare new computers for users. Issue IT equipment to users. Provide support during video conferencing and presentations. Capture equipment in an inventory system. Retrieve computer equipment from users leaving the employment of The Presidency. Development and Maintenance of IT systems analysis. Database administration. Helpdesk Operations
- ENQUIRIES** : Ms. Felicity Mokwele (012) 300 5875
- POST 49/111** : **CORPORATE SERVICES: ACCOMODATION & HOUSEHOLD REF NO: /8**
Period: 01 April 2018 until 31 March 2019
- STIPEND** : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or

	:	Master's Degree R6 159.83 per month; or PhD R7 649.60 per month
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Applicants must be in possession of N6 or equivalent in Electrical and Mechanical engineering
<u>DUTIES</u>	:	Minor maintenance of electrical, mechanical, plumbing and wood work
<u>ENQUIRIES</u>	:	Ms. Felicity Mokwele (012) 300 5875
<u>POST 49/112</u>	:	<u>CORPORATE SERVICES: ACCOMODATION AND HOUSEHOLD REF NO: /9</u> Period: 01 April 2018 until 31 March 2019
<u>STIPEND</u>	:	The Interns will receive a stipend according to the level of qualification obtained: National Diploma/Degree/Honours R4 982.51 per month; or Master's Degree R6 159.83 per month; or PhD R7 649.60 per month
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Applicants must be in possession of National Diploma Public Administration or Office Administration
<u>DUTIES</u>	:	Recordkeeping and customer liaison and any other administrative duties
<u>ENQUIRIES</u>	:	Ms. Felicity Mokwele (012) 300 5875
<u>POST 49/113</u>	:	<u>LEGAL & EXECUTIVE SERVICES REF NO: /10</u> Period: 01 April 2018 until 31 March 2019
<u>STIPEND</u>	:	The Interns will receive a stipend according to the level of qualification obtained: National Diploma/Degree/Honours R4 982.51 per month; or Master's Degree R6 159.83 per month; or PhD R7 649.60 per month
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
<u>DUTIES</u>	:	Applicants must be in possession of Degree in Law/ Legal qualifications Drafting of legal opinions. Vetting of contracts. Assisting with the processing of Executive Acts and Legislation.
<u>ENQUIRIES</u>	:	Ms. Felicity Mokwele (012) 300 5875
<u>POST 49/114</u>	:	<u>OFFICE OF THE CHIEF OPERATIONS OFFICER REF NO: /11</u> Period: 01 April 2018 until 31 March 2019
<u>STIPEND</u>	:	The Interns will receive a stipend according to the level of qualification obtained: National Diploma/Degree/Honours R4 982.51 per month; or Master's Degree R6 159.83 per month; or PhD R7 649.60 per month
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Applicants must be in possession of National Diploma/Degree in Public Administration/Management/Business Administration
<u>DUTIES</u>	:	Development of Strategic Plans. Annual Performance plans and Operational plans. Organisational performance. Monitoring and evaluation and reporting- Annual Quarterly Reporting.
<u>ENQUIRIES</u>	:	Ms. Felicity Mokwele (012) 300 5875
<u>POST 49/115</u>	:	<u>OFFICE OF THE CHIEF FINANCIAL OFFICER: REF NO: /12</u> Period: 01 April 2018 until 31 March 2019
<u>STIPEND</u>	:	The Interns will receive a stipend according to the level of qualification obtained: National Diploma/Degree/Honours R4 982.51 per month; or Master's Degree R6 159.83 per month; or PhD R7 649.60 per month
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Applicants must be in possession of National Diploma/Degree in Office Management and Technology or Public Management.
<u>DUTIES</u>	:	Manage incoming and outgoing correspondence. Arrange meetings with internal and external stakeholders. Record keeping and filling. Minute taking and typing.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/116 : **OFFICE OF THE CFO: FINANCIAL ADMINISTRATION (2 POSTS) REF NO: /13**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Financial Management/ Accounting/Cost and Management Accounting

DUTIES : Payments. Administration. Payments/Tax

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/117 : **FINANCIAL MANAGEMENT: CONTRACT MANAGEMENT REF NO: /14**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/ Degree in Supply Chain Management or LLB Degree.

DUTIES : Contract administration. Contract expiring monitoring. Receiving of progress reports. Scanning and filling

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/118 : **FINANCIAL MANAGEMENT: INTERNAL CONTROL REF NO: /15**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Public Finance & Accounting/ Business Management/ Financial Management/Internal Auditing/ Financial Accounting

DUTIES : Maintain and ensure good batch/document control (filling). Review compliance of payments with policies and procedures. Assist with reporting on the status of compliance with policies and procedures. Register and investigate instances of losses, irregular and fruitless and wasteful expenditure. Registering of invoices and tracking the payments. Assist with coordinating external and internal requests for information. Conducting financial inspection (Petty Cash inspection and Assets verification)

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/119 : **SUPPLY CHAIN MANAGEMENT: TRANSIT & WARE HOUSE REF NO: /16**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession National Diploma in Supply Chain Management/Logistics

DUTIES : Transit: Follow up on 0-9 files, Certification of invoices upon receipts of goods and services. Receipt of goods from the suppliers. Capture receipts online
Warehouse: Issuing of stationary items to internal clients. Receipt of stock

from service providers. Capture issues and receipts online. Liaise with service providers as well as our internal clientele.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/120 : **SUPPLY CHAIN MANAGEMENT: TRANSPORT REF NO: /17**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria

DUTIES : Applicants must be in possession of National Diploma/ Degree in Transport Flight/accommodation bookings. Fleet management (Driver management, car hire bookings, chauffeur bookings). Filling. Reconciliation of bookings. General management duties.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/121 : **SUPPLY CHAIN MANAGEMENT: ORDERS REF NO: /18**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria

DUTIES : Applicants must be in possession of National Diploma/ Degree in Logistics/ Supply Chain Management

DUTIES : Capture requisitions. Create item control numbers. Register non CSD suppliers. Generate procurement advice. Fax or email orders to suppliers. Register documents on invoice tracking systems and daily register. Handle internal and external queries

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/122 : **SUPPLY CHAIN MANAGEMENT: DEMAND & ACQUISITIONS REF NO: /19**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria

DUTIES : Applicants must be in possession of National Diploma/ Degree in Supply Chain Management/ Purchasing Management/ Logistics/ Public Management

ENQUIRIES : Request quotations. Evaluate quotations.
Ms. Felicity Mokwele (012) 300 5875

POST 49/123 : **CHIEF DIRECTORATE HRM & D (ORGANIZATIONAL DEVELOPMENT) REF NO: /20**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria

DUTIES : Applicants must be in possession of National Diploma/Degree in HRM/Public Management

DUTIES : Assist in implementation of various learning and development programmes. Assist in arranging training and development for The Presidency staff. Compile and maintain database of employed, terminated and appointed learners and interns. Follow up on outstanding information, documentation and reports. Perform customer service functions by attending to all learning and

development related requests (Internally). Performs related duties required and assigned by the supervisor/mentee. Assist in Performance Management daily activities, exit interviews. Human Resource planning and talent management.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/124 : **LABOUR RELATIONS REF NO: /21**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Labour Relations/Labour Law/LLB/B Proc/B Juris

DUTIES : Provide and advice on disciplinary and grievances. DBC task team and report writing. Capture cases on PERSAL. Provide administrative support during disciplinary hearings.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/125 : **EMPLOYEE HEALTH & WELLNESS AND GENDER MAINSTREAMING: REF NO: /22**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession National Diploma in Psychology/Social work
DUTIES : Co-ordinate health and wellness events. Provide administrative support to the Employee Health and Wellness sub-directorate. Screen and provide counselling to employees, filling of employee health and wellness cases.

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/126 : **PROTOCOL AND CEREMONIAL SERVICES: PROTOCOL REF NO: /23**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Administration

DUTIES : Provide general administrative support to the Unit. Making travel arrangements for Protocol officials, typing, photocopying, faxing, filling of documents, ordering stationary, tracking expenditure, assisting in Protocol duties during preparation of major event

ENQUIRIES : Ms. Felicity Mokwele (012) 300 5875

POST 49/127 : **EVENTS MANAGEMENT REF NO: /24**
Period: 01 April 2018 until 31 March 2019

STIPEND : The Interns will receive a stipend according to the level of qualification obtained:
National Diploma/Degree/Honours R4 982.51 per month; or
Master's Degree R6 159.83 per month; or
PhD R7 649.60 per month

CENTRE REQUIREMENTS : Pretoria
Applicants must be in possession of National Diploma/Degree in Public Management/Administration/Public Relations/Events Management/Project Management

<u>DUTIES</u>	:	Render overall administrative duties in the unit. Render secretariat duties in the Director's office in the absence of the Secretary. Render/assist in all events and meeting planning assigned to the Unit by the Private Office of the President and the Office of the Deputy President and the Presidency as a department.
<u>ENQUIRIES</u>	:	Ms. Felicity Mokwele (012) 300 5875
<u>POST 49/128</u>	:	<u>CORPORATE SUPPORT SERVICES: ACCOMODATION & HOUSEHOLD-TUYNHUYS REF NO: /25</u> Period: 01 April 2018 until 31 March 2019
<u>STIPEND</u>	:	The Interns will receive a stipend according to the level of qualification obtained: National Diploma/Degree/Honours R4 982.51 per month; or Master's Degree R6 159.83 per month; or PhD R7 649.60 per month
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Applicants must be in possession of National Diploma/Degree in Hospitality/Facilities Management
<u>DUTIES</u>	:	Perform administrative related duties. Facilitate the process of obtaining operating equipment for Tuynhuys and the residences.
<u>ENQUIRIES</u>	:	Ms. Felicity Mokwele (012) 300 5875
<u>POST 49/129</u>	:	<u>CORPORATE SUPPORT SERVICES: ACCOMODATION & HOUSEHOLD-TUYNHUYS REF NO: /26</u> Period: 01 April 2018 until 31 March 2019
<u>STIPEND</u>	:	The Interns will receive a stipend according to the level of qualification obtained: National Diploma/Degree/Honours R4 982.51 per month; or Master's Degree R6 159.83 per month; or PhD R7 649.60 per month
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Applicants must be in possession of National Diploma/Degree in Public Administration/Office Administration.
<u>DUTIES</u>	:	Administrative related duties. Facilitate the process to obtain operating equipment for Tuynhuys and the residences.
<u>ENQUIRIES</u>	:	Ms. Felicity Mokwele (012) 300 5875
<u>POST 49/130</u>	:	<u>CORPORATE SUPPORT SERVICES: GENADENDAL REF NO: /27</u> Period: 01 April 2018 until 31 March 2019
<u>STIPEND</u>	:	The Interns will receive a stipend according to the level of qualification obtained: National Diploma/Degree/Honours R4 982.51 per month; or Master's Degree R6 159.83 per month; or PhD R7 649.60 per month
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Applicants must be in possession of National Diploma/Degree in Hospitality/Facilities Management
<u>DUTIES</u>	:	Provide cleaning Services. Laundry Services. Food Preparation. Kitchen Hygiene.
<u>ENQUIRIES</u>	:	Ms. Felicity Mokwele (012) 300 5875
<u>POST 49/131</u>	:	<u>CORPORATE SUPPORT SERVICES: INFORMATION TECHNOLOGY: REF NO: /28</u> Period: 01 April 2018 until 31 March 2019
<u>STIPEND</u>	:	The Interns will receive a stipend according to the level of qualification obtained: National Diploma/Degree/Honours R4 982.51 per month; or Master's Degree R6 159.83 per month; or PhD R7 649.60 per month
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Applicants must be in possession of National Diploma/Degree in Information Technology Software Development

DUTIES

: Provide user support with hardware and software applications as well as Transversal Systems. Prepare new computers for users. Issue IT equipment to users. Provide support during video conferencing and presentations. Capture equipment in an inventory system. Retrieve computer equipment from users leaving the employment of The Presidency. Development and Maintenance of IT systems analysis. Database administration. Helpdesk Operations

ENQUIRIES

: Ms. Felicity Mokwele (012) 300 5875