

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications



- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, VWL Building, 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 03 April 2018 at 12h00
- NOTE** : The Department of Arts and Culture is inviting applicants who have not participated in any Internship programme and currently unemployed and should not have had previous formal employment related to their field of study. Candidates must have completed a 3 year Degree or National Diploma in any field specified below and who are between the ages of 18 and 35 years. Qualifying people with disabilities are encouraged to apply. Applications must be submitted on a completed Z83 form obtainable from any Government department. Applications must be accompanied by a recent CV and certified copies of ID and qualifications (not older than three Months). All interns will be subjected to personnel suitability checks (verification of educational qualifications, citizenship, criminal checks, financial standing). Correspondence will only be limited to successful candidates. If you have not heard from us within 3 Months after the closing date, please accept that your application was unsuccessful. All positions are based in Pretoria. The Department will not make provision for transport and/or accommodation to any candidate whether, travelling from or outside Gauteng. The Department will not provide accommodation to any appointed candidate from or outside Gauteng.

INTERNSHIP PROGRAMME

- POST 11/01** : **INTERN AT NATIONAL ARCHIVES AND FILM ARCHIVES REF NO: 01/2018 (2 POSTS)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Archival Studies, Museum, Heritage, History, Library Information, or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/02** : **INTERN AT INTERNATIONAL RELATIONS REF NO: 02/2018 (2 POSTS)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: International Relations, Politics or equivalent
ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/03** : **INTERN AT NATIONAL LANGUAGE SERVICES REF NO: 03/2018 (3 POSTS)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Language Practice, Translation, Terminology, Language Planning and Terminology, Linguistics or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/04 : **INTERN AT CULTURAL DEVELOPMENT REF NO: 04/2018 (2 POSTS)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Performing Arts, Music, Dance, Drama, Art Management, Arts Education Fine Arts, Crafts or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/05 : **INTERN AT HUMAN RESOURCE MANAGEMENT REF NO: 05/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Human Resource Management, Public Administration or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/06 : **INTERN AT SOCIAL COHESION & TARGET GROUP REF NO: 06/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Drama, Music, Visual Arts, Heritage, equivalent. Gender and Social Development or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/07 : **INTERN AT RISK MANAGEMENT REF NO: 07/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Risk Management, Commerce, Auditing or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/08 : **INTERN AT HERITAGE PROMOTION REF NO: 08/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Heritage Studies, History or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/09 : **INTERN AT FINANCIAL ADMINISTRATION / MANAGEMENT REF NO: 09/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Finance, Accounting, Economics or equivalent

ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

- POST 11/10** : **INTERN AT SUPPLY CHAIN MANAGEMENT REF NO: 10/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Purchasing Management, Supply Chain Management, Public Management or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/11** : **INTERN AT COMMUNICATIONS AND MARKETING (WEBSITE MANAGEMENT) REF NO: 11/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Information, Technology, Software Development, Web and Application Development or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/12** : **INTERN AT DIRECTORATE: COMMUNICATIONS AND MARKETING REF NO: 12/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Communication, Journalism, Public Relations, Marketing, Events Management or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/13** : **INTERN AT INFORMATION TECHNOLOGY REF NO: 13/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Information Technology, Software Development, Web and Application Development or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/14** : **INTERN AT LEGAL SERVICES REF NO: 14/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : A BProc or LLB degree
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736
- POST 11/15** : **INTERN AT INTERNAL AUDIT REF NO: 15/2018 (1 POST)**
The Internship programme will run for a period of 24 months.
- STIPEND** : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Auditing, Forensic Investigation, Financial Auditing or equivalent
- ENQUIRIES** : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/ 0823243736

POST 11/16 : **INTERN AT INFRASTRUCTURE DEVELOPMENT REF NO: 16/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : A National Higher Diploma or a B-Tech degree in any Build Environment
ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/
0823243736

POST 11/17 : **INTERN AT COORDINATION, MONITORING AND EVALUATION REF NO: 17/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Public Administration or relevant qualification
Bachelor of Commerce degree or a Diploma in Financial Management or equivalent
ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/
0823243736

POST 11/18 : **INTERN AT DIRECTOR-GENERAL OFFICE REF NO: 18/2018 (1 POST)**
The Internship programme will run for a period of 24 months.

STIPEND : R4 000-00 per month
CENTRE : Pretoria.
REQUIREMENTS : 3 year Degree / Diploma in: Public Administration or relevant qualification
ENQUIRIES : Ms Emelda Baloyi/ Mr Mbudzeni Mashapha, Tel No: 012 441-3602/
0823243736