APPLICATIONS: Quoting reference number must be addressed to Ms. Tshepo Buthelezi. Applications must be delivered to Centre for Public Service Innovation, 546 Edmond Street, Batho Pele House, Heritage Building, Arcadia, Pretoria, 0007. (Applications received after closing date will not be considered).

CLOSING DATE: 18 October 2019 at 16:00 (Faxed and emailed applications will not be considered)

NOTE: Applications must be accompanied by Form Z83, obtainable from any Public Service Department (or at www.gov.za) and a recent updated comprehensive CV as well as certified copies of all qualifications and ID document. NB: Candidates who previously participated in an internship programme in any Government Department will be considered. The successful candidates must be willing to sign an oath of secrecy/confidentiality with the CPSI. Applicants will be expected to avail themselves for selection interviews and assessment at a time, date and place as determined by the CPSI. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting.

CENTRE FOR PUBLIC SERVICE INNOVATION

INTERSHIP FOR 2019/2020

The Centre for Public Service Innovation (CPSI) is committed to youth skills development by providing graduates with opportunities to gain work experience to complement their studies or immediately after completing their studies. Applications are invited for two Internships positions from promising graduates between the ages of 18 and 35. The Internship Programme will run for twenty-four (24) months with no option for extension. These positions are based in Arcadia in Pretoria. NB: The CPSI reserve the right not to fill the posts.

OTHER POSTS

POST 35/08: GRAPHIC DESIGN: INTERNSHIP REF NO: CPSI 0001/2019
(24 Months)

STIPEND: R6083.70 per month, which is based on the qualifications as determine by Directive on internship programme.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be unemployed and have a 3 or 4 year diploma/degree in any one of the fields specified: Basic skills that Interns should possess include basic office management; computer literacy; interpersonal skills; time management; teamwork; competencies focusing specifically on the public service and communication skills.

DUTIES: The successful Intern will be exposed to developing content for the web-portals and all other repositories Design and layout for official documents and publications (e.g. Annual Report, Innovation Journal, Performance Plan, Event Programmes etc.).

ENQUIRIES: Ms TM. Buthelezi Tel No: (012) 683 2817/00

POST 35/09: INFORMATION TECHNOLOGY: INTERNSHIP REF NO: CPSI 0002/2019
(24 Months)

STIPEND: R6083.70 per month, which is based on the qualifications as determine by Directive on internship programme.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be unemployed and have a 3 or 4 year diploma/degree in Information Technology. Basic skills that Interns should possess include basic office management; computer literacy; interpersonal skills; time management; teamwork; competencies focusing specifically on the public service and communication skills.

DUTIES: The successful Intern will be exposed to management and support of government transversal systems and servers, routine desktop support, infrastructure, policy development and office administration.

ENQUIRIES: Ms TM. Buthelezi Tel No: (012) 683 2817/00