

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

- APPLICATIONS** : Applications, quoting the reference number, must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria 0001 or hand delivered at the Reception at Batho Pele House, 546 Edmond Street, Arcadia, Pretoria, 0001.
- FOR ATTENTION** : Mr. Lesiba Tloubatla
- CLOSING DATE** : 03 January 2022 at 10h00.
- NOTE** : Applications must be submitted on the new Z83 form (2021): A fully completed and signed new Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", accompanied by copies of qualification(s), Identity Document and a comprehensive CV indicating duration of appropriate qualification and three reference persons with the following information: - Name and contact numbers; an indication of the capacity in which the reference is known to the applicant. Note: Failure to submit these references will result in the application not being considered (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). The DPSA is inviting applicants who have not previously participated in any Graduate Internship Programme and are currently unemployed. Candidates must have completed at least an undergraduate or postgraduate qualification from a recognised Higher Education Institution in the fields as indicated. Correspondence will be limited to shortlisted applicants. If you have not heard from us within three months after the closing date, please accept that your application was unsuccessful. Incomplete and late applications will not be considered. Applicants must apply for each Graduate Internship on a separate application form.

INTERNSHIPS FOR 2022-2024

- POST 44/51** : **GRADUATE INTERNSHIP PROGRAMME: MINISTRY: REF NO: DEVP/01/21/23**
(24 Months Contract)
Chief Directorate: Ministry
- STIPEND** : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Public Administration
ENQUIRIES : Ms Mariatu Alexander Tel No: 012 336 1219
- POST 44/52** : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF DEPUTY MINISTER: REF NO: DEVP/02/21/23**
(24 Months Contract)
Directorate: Office of the Deputy Minister
- STIPEND** : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : B-Degree in Law/LLB
ENQUIRIES : Mr Abner Mosaase Tel No: 012 336 1017
- POST 44/53** : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE DIRECTOR GENERAL: REF NO: DEVP/03/21/23**
(24 Months Contract)
Directorate: Executive Support
- STIPEND** : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B- Degree in Public Administration/ Office Administration
ENQUIRIES : Ms Puleng Sibanda Tel No: 012 336 1279

POST 44/54 : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE STANDARDS COMPLIANCE: REF NO: DEVP/04/21/23**
(24 Months Contract)
Directorate: Public Administration Norms and Standards Compliance Monitoring & Evaluation

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Information Systems/Information Management/Statistics
ENQUIRIES : Ms Ivy Matloga Tel No: 012 336 1626

POST 44/55 : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE TECHNICAL ASSISTANCE UNIT: REF NO: DEVP/05/21/23**
(24 Months Contract)
Chief Directorate: Public Administration, Ethics. Integrity and Disciplinary Technical Assistance Unit

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma /B-Degree in Social Sciences/Public Administration
ENQUIRIES : Mr Thabang Molobela Tel No: 012 336 1426

POST 44/56 : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT: REF NO: DEVP/06/21/23**
(24 Months Contract)
Directorate: Supply Chain Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Financial Management/ Procurement /Logistics Management or related field of study
ENQUIRIES : Mr Michael Jackson Tel No: 012 336 1189

POST 44/57 : **GRADUATE INTERNSHIP PROGRAMME: LEGAL SERVICES: REF NO: DEVP/07/21/23**
(24 Months Contract)
Chief Directorate: Legal Services

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : LLB Degree or equivalent degree in law
ENQUIRIES : Ms Amukeleni Baloyi Tel No: 012 336 1638 / Ms Sinxolo Vena, Tel No: 012 336 1639

POST 44/58 : **GRADUATE INTERNSHIP PROGRAMME: ICT MANAGEMENT SUPPORT: REF NO: DEVP/08/21/23**
(24 Months Contract)
Directorate: ICT Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Software Development or related field of study
ENQUIRIES : Ms Tandile Stuurman Tel No: 012 336 1227

POST 44/59 : **GRADUATE INTERNSHIP PROGRAMME: COMMUNICATIONS: REF NO: DEVP/09/21/23**
(24 Months Contract)
Directorate: Communications

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Internet and Social Media Marketing Film and Video Technology or related field of study.
ENQUIRIES : Mr Seefane Malatjie Tel No: 012 336 1114

POST 44/60 : **GRADUATE INTERNSHIP PROGRAMME: WORKPLACE ENVIRONMENT MANAGEMENT: REF NO DEVP/10/21/23**
(24 Months Contract)
Directorate: Workplace Environment Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Environmental Health and Safety or related field of study
ENQUIRIES : Mr Robert Foromo Tel No: 012 336 1579

POST 44/61 : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCE PLANNING, EMPLOYMENT & PERFORMANCE MANAGEMENT: REF NO: DEVP/11/21/23**
(24 Months Contract)
Chief Directorate: Human Resource Planning, Employment and Performance Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Human Resource Management
ENQUIRIES : Ms Lizer Maila /Ms Morongoa Morena /Mr Philani Mweli Tel No: 012 336 1293/1165/ 1312

POST 44/62 : **GRADUATE INTERNSHIP PROGRAMME: LEADERSHIP DEVELOPMENT: REF NO: DEVP/12/21/23**
(24 Months Contract)
Directorate: Leadership Development

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Management Development
ENQUIRIES : Mr Lawrence Tsipane Tel No: 012 336 1208

POST 44/63 : **GRADUATE INTERNSHIP PROGRAMME: REMUNERATION MANAGEMENT: REF NO: DEVP/13/21/23**
(24 Months Contract)
Directorate: Remuneration Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Economics, Human Resource Management or related fields of study
ENQUIRIES : Mr Samson Radebe Tel No: 012 336 1569

POST 44/64 : **GRADUATE INTERNSHIP PROGRAMME: GOVERNMENT EMPLOYEE HOUSING SCHEME: REF NO: DEVP/14/21/23**
(24 Months Contract)
Chief Directorate: Government Employee Housing Scheme

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Software Development or related field of study
ENQUIRIES : Mr Russel Mamabolo Tel No: 012 336 1656 /Ms Ivy Selepe Tel No: 012 336 1323.

POST 44/65 : **GRADUATE INTERNSHIP PROGRAMME: NEGOTIATIONS, LABOUR RELATIONS & DISPUTE MANAGEMENT: REF NO: DEVP/15/21/23**
(24 Months Contract)
Chief Directorate: Negotiations, Labour Relations and Dispute Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B- Degree in Labour Relations/ LLB
ENQUIRIES : Mar Mkhululi Mntuyedwa Tel No: 012 336 1380

POST 44/66 : **GRADUATE INTERNSHIP PROGRAMME: KNOWLEDGE MANAGEMENT: REF NO: DEVP/16/21/23**
(24 Months Contract)
Chief Directorate: Knowledge Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Communications
ENQUIRIES : Mr Dudley Moloi Tel No: 012 336 1157

POST 44/67 : **GRADUATE INTERNSHIP PROGRAMME: E-ENABLEMENT & ICT INFRASTRUCTURE MANAGEMENT REF NO: DEVP/17/21/23**
(24 Months Contract)
Chief Directorate: e-Enablement & ICT Infrastructure Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B - Commerce Degree in Information Systems/B - Tech in Public Administration.
ENQUIRIES : Mr Nico Ntsimane Tel No: 012 336 1287

POST 44/68 : **GRADUATE INTERNSHIP PROGRAMME: ICT STAKEHOLDER MANAGEMENT: REF NO: DEVP/18/21/23**
(24 Months Contract)
Directorate: ICT Stakeholder Management

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B- Degree in Information Technology (Systems Development) or related field of study.
ENQUIRIES : Mr Alufheni Swalivha Tel No: 012 336 1369

POST 44/69 : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE GOVERNMENT SERVICES ACCESS & IMPROVEMENT REF NO: DEVP/19/21/23**
(24 Months Contract)
Branch: Office of the Branch Head GSAI

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/B-Degree in Office Management.
ENQUIRIES : Ms Fortunate Leola Tel No: 012 336 1442

POST 44/70 : **GRADUATE INTERNSHIP PROGRAMME: INSTITUTIONAL ASSESSMENTS: REF NO: DEVP/20/21/23**
(24 Months Contract)
Directorate: Institutional Assessments

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : B-Degree in Public/ Business Administration/B-Tech in Industrial Psychology/Organisational Development.
ENQUIRIES : Mr Anton Fourie Tel No: 012 336 1367

POST 44/71 : **GRADUATE INTERNSHIP PROGRAMME: CITIZENS RELATIONS & PUBLIC PARTICIPATION: REF NO: DEVP/21/21/23**
(24 Months Contract)
Directorate: Citizen Relations & Public Participation

STIPEND : R6083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/ B-Degree in Social Science/Public Administration/Development Science.
ENQUIRIES : Mr Rhulani Manganye Tel No: 012 336 1492