

DEPARTMENT OF COOPERATIVE GOVERNANCE

The Department of Cooperative Governance is offering opportunities to unemployed South African Graduate who have completed their Degrees or National Diplomas from Higher Education Institutions and have not been exposed to work experience related to the field of study that they have completed.

CLOSING DATE : 13 September 2019

NOTE : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae, certified copies of all certificates and Identity Document copy and academic transcript/ record. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application email address provided per field of study. Graduates with disabilities are encouraged to apply. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below, should not have previously served as an intern or contract worker in the Public Service/Private Sector and must not be older than 35 years.

INTERNSHIP PROGRAMME: 2020-2022 FINANCIAL YEARS (24 MONTHS)**OTHER POSTS**

POST 30/06 : **PUBLIC ADMINISTRATION REF NO: HRD/2020/1**

STIPEND : R6 083.75 per month

CENTRE : Pretoria

REQUIREMENTS : National Diploma/Degree: Public Administration/ Management

ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD1@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/07 : **HUMAN RESOURCE MANAGEMENT REF NO: HRD/2020/2**

STIPEND : R6 083.75 per month

CENTRE : Pretoria

REQUIREMENTS : National Diploma/Degree: Human Resource Management

ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD2@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/08 : **INFORMATION TECHNOLOGY (IT) REF NO: HRD/2020/3**

STIPEND : R6 083.75 per month

CENTRE : Pretoria

REQUIREMENTS : National Diploma/Degree: Information Technology

ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD3@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/09 : **REGISTRY OR ARCHIVAL REF NO: HRD/2020/4**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Records Management or Archival Studies
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD4@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/10 : **LAW REF NO: HRD/2020/5**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : LLB or BCom: Law or BA: Law
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD5@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/11 : **COMMUNICATIONS REF NO: HRD/2020/6**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Journalism
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD6@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/12 : **SUPPLY CHAIN MANAGEMENT REF NO: HRD/2020/7**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Supply Chain Management or Logistics
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD7@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/13 : **FINANCIAL/ MANAGEMENT ACCOUNTING REF NO: HRD/2020/8**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Financial/ Management Accounting
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714
Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD8@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/14 : **LOCAL GOVERNMENT MANAGEMENT REF NO: HRD/2020/9**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : Degree/Postgrad: Urban Planning/Built Environment
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714

APPLICATIONS : Applications Enquiry: Tel No: (012) 811 1900
 May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD9@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/15 : **LOCAL GOVERNMENT MANAGEMENT REF NO: HRD/2020/10**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : Hons: Political Studies/ Municipal Administration
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714
 Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD10@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/16 : **INTERNAL AUDIT/ RISK MANAGEMENT REF NO: HRD/2020/11**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Internal Auditing/ Risk Management
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714
 Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD11@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/17 : **DISASTER MANAGEMENT/ FIRE TECHNOLOGY REF NO: HRD/2020/12**

STIPEND : R6 083.75 per month
CENTRE : Centurion
REQUIREMENTS : National Diploma/Degree: Disaster Management
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No. (012) 336 5714
 Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD12@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.

POST 30/18 : **OFFICE ADMINISTRATION REF NO: HRD/2020/13**

STIPEND : R6 083.75 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree: Office Administration
ENQUIRIES : Mr M Buthane, Tel No: (012) 334 0629, Mr S Mveli, Tel No: (012) 336 5714
 Applications Enquiry: Tel No: (012) 811 1900

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: HRD13@ursonline.co.za; or hand-delivered to Office C1, Ground Floor, Block C, Phase 5, Boardwalk Office Park, Boardwalk Boulevard, Faerie Glen, Pretoria.