



dcstm

Department:
Community Safety and Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



HUMAN RESOURCES MANAGEMENT

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COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

VACANCY CIRCULAR NO: 01 OF 2023/24 FINANCIAL YEAR DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT 2023/24 INTERNSHIP OPPORTUNITIES

The Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filing of this internship posts and candidates whose appointment will promote representivity will receive preference. And indication in this regard will facilitate the processing of applications. The internship programme is targeting

POSITION: Graduate Intern
MINIMUM STIPEND: R7 043.31 pm
DURATION: 24 Months
CENTER: Head Office

REQUIREMENTS: Applicants should be South African Citizen, aged between 18 and 35. Applicants who have already participated in any government internship programme will not be considered and if it is found that this was the case after appointment, the contract will be terminated with immediate effect. Applicant should have completed their studies. Applicant who have not yet received their qualifications must provide proof of academic transcripts or letter confirming that they have completed their studies and will be graduating. A Post-Matric (Grade 12) Qualification as specified below:

Reference Number	Directorate	Qualification	Number of Positions
Ref No. 01/ 2023	Legal Services	Bachelor Degree/ National Diploma in Law/ Paralegal Studies/LLB	03
Ref No. 02 /2023	Strategic Support Services (ICT)	Bachelor Degree/ National Diploma in Information Technology/information Communication Technology	03
Ref No. 03/ 2023	Supply Chain Management	Bachelor Degree/ National Diploma in Supply Chain Management or Purchasing or Logistics or Financial Management	04
Ref No. 4/ 2023	Strategic Planning	National Diploma/Degree in Public Administration/Management/Monitoring	04

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	Monitoring & Evaluation	and Evaluation/Policy Studies/Social Sciences	
Ref No. 5/ 2023	Risk & Integrity	National Diploma/Degree Accounting/Internal Auditing/Btech Internal Auditing Auditing/BCom Accounting/Bcom Auditing/Bcom Law	03
Ref No. 6/2023	Transport Planning and Policy Development	National Diploma / Degree in Transport Economics/ Transport Management	02
Ref No. 7/2023	Public Transport Service	National Diploma / Degree in Transport Economics/Transport Planning/Transport Management	04
Ref No.8 /2023	Crime Prevention	Bachelors Degree/National Diploma in Social Science(Developmental Studies)	03
Ref No. 9/2023	Monitoring & Oversight	Bachelors Degree/National Diploma in Law/Paralegal/Policing/Criminology/Social Science	04
Ref No. 10/2023	Internal Control	National Diploma / Degree in Bcm Accounting/Bcom Auditing/Internal Auditing/Btech Internal Auditing	04
Ref No. 11/2023	Transport Management	National Diploma/Degree in Transport Management/Transport Economics	04
Ref No. 12/2023	Human resources Management (Organisational Development)	National Diploma/Degree in Management Services/Production/Operations Management/Industrial Psychology/Organisational Psychology	02
Ref No. 13/2023	Communications	National Diploma/Degree in Public Relations/Marketing and Communications/Journalism/Corporate Communications	04
Ref No. 14/2023	Transport Terminals	National Diploma/Degree in Transport Management/Transport Economics	02
Ref No. 15/2023	Finance Management	National Diploma/Degree in Financial Management/Financial Accounting/Budget Management/Public Finance Management & Personnel Expenditure	02

Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be fully completed and compulsory to be signed and dated. Should the applicant/s use incorrect application form for employment (Z83), the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Applicants are requested to complete the Z83 form properly and in full. Sections A, B, C and D are compulsory, and Sections E, F and G do not need to be completed if a detailed CV covering the Sections mentioned is attached, however question related to conditions that prevent re-appointment under Part F is compulsory. Applicants are not submitting copies//proof/certificates/attachments/drivers licence/qualifications on application, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za.

Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered.

Qualifications of shortlisted candidates will be verified with SAQA. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Emailed applications will be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be verified. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any Business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative work outside his /her normal duties. All appointments are subjected to a positive qualifications verification as well as security clearance and vetting. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Candidates must indicate the number of the post/reference number and the centre in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for.

Applications should be forwarded in time to the department **whose since applications received after the closing date and time indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted.**

- It will be expected of candidates to be available for selection interviews on a **date, time and place** as determined by the department.
- The Department reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates.
- All appointments will be subjected to a positive qualifications verification as well as security clearance and vetting.
- **NB. Learners who have previously been in Internship programme in the Public Service will not be considered.**

**Please direct all enquiries to Mr G Malotane, Tel. Nr (018) 200 8279/8252
8247/8277/8264/8263**

**All applications must be forwarded to the Director: Human Resource Management,
Department of Community Safety & Transport Management, Private Bag x19, MMABATHO
2735 Office No. 138/110/111/113,152 1st Floor, Tirelo Building, Albert Luthuli Drive
Mafikeng**

CLOSING DATE: 14/07/2023

Time: 16h00