

Department of Finance

Internship Programme 2016/17

Period: 12 Months

Interns will receive a monthly stipend in accordance with their highest qualification as at the date of their appointment. The Department of Finance is inviting unemployed graduates, graduates with disabilities and TVET learners with disability to apply for Internship in the following fields of study:

Graduates

Programme	Chief Directorate	Directorate/Sub-directorate	Qualification	Reference	No of Positions
Sustainable Resource Management	Budget and Governance	Budget Management Public Finance Management & Personnel Expenditure	N6 Certificate in Financial Management; National Diploma, Degree in Accounting/Economics/Management Accounting/Financial Accounting	FINANCE/ SRM/01	04
	Provincial Supply Chain Management	Provincial Supplier Management SCM: Contract Management Provincial Supply Chain Performance SCM: Policy Management	N6 Certificate in Financial Management; National Diploma/ Degree in Accounting/Supply Chain/Economic/Logistics	FINANCE/ SRM/02	02
	Macroeconomic Analysis & Revenue Oversight	Provincial Revenue Oversight Macroeconomic Analysis	Degree in Economics/Statistics/ Econometrics/Mathematical Science/Development Studies	FINANCE/ SRM/03	02
Financial Governance	Municipal Finance	Municipal Finance Monitoring and Support Budget & Reporting	N6 Certificate in Financial Management; National Diploma/ Degree in Financial Accounting/ Economics/Financial Management/ Auditing	FINANCE/ MF/04	03
	Provincial Accounting Services	Accounting Services (1) Financial Management & Systems Training (1)	National Diploma/Degree in Accounting	FINANCE/ PAS/05	02
	Provincial Internal Audit Services	Risk & Specialised Audits Internal Audit Services	National Diploma/Degree in Accounting/Internal Auditing	FINANCE/ PIA/06	6
	Provincial Accounting Services	Provincial Risk Management (1) Departmental Risk Management (1)	National Diploma in Internal Audit/BCom Accounting/Auditing	FINANCE/ PRM/07	02
Administration	Financial Management Services	Financial Accounting & Bank Management Financial Systems Salary Management, Claims, Payments & Reconciliations	N6 Certificate in Financial Management; National Diploma/ Degree in Accounting/Financial Management	FINANCE/ FMS/08	04
	Corporate Services	CD: Corporate Service	N6 in Office Administration	FINANCE/ CS/09	01
	Human Resources	HR Admin & Employment Practices (1) Human Resource Development (1)	N6 in Office Administration National Diploma/Degree in Human Resource Management/ HRD/Training & Development	FINANCE/ HRD/10	04
		Employee Health & Wellness (1)	National Diploma/Degree in Psychology/Social Work/ Occupational Health and Safety	FINANCE/ EHW/11	
		Performance Management Development (1)	National Diploma/Degree in Human Resource Management/ Public Administration	FINANCE/ PMD/12	
	Strategic Management	Transformation Programmes (1)	National Diploma/Degree in Gender Studies/Disability Studies/ Human Resource Management/ Social Science	FINANCE/ TP/13	02
		Organisational Development and Monitoring & Evaluation (1)	Diploma in Management Advisory Services/Degree in Industrial Psychology	FINANCE/ OD/14	
		Legal Advisory Services	LLB Degree	FINANCE/ LAS/15	
	Information Management Services	Records Management (1)	National Diploma/Degree in Records & Archives Studies	FINANCE/ RM/16	04
		Communications (2)	National Diploma/Degree in Communications/Public Relations/ Journalism	FINANCE/ C/17	
IT (1)		N6 Information Technology & Computer Science, National Diploma/Degree in various ICT fields, A+, N+	FINANCE/ C/18		

TVET

Programme	Chief Directorate	Directorate/Sub-directorate	Qualification	Reference	No of Positions
Sustainable Resource Management	Budget & Governance	Budget Management Public Finance Management & Personnel Expenditure	N6 Certificate in Financial Management	FINANCE/ TVET/ SRM/01	03
	Provincial Supply Chain Management	Provincial Supplier Management SCM: Contract Management Provincial Supply Chain Performance SCM: Policy Management	N6 Certificate in Financial Management	FINANCE/ TVET/ SRM/02	03
Financial Governance	Municipal Finance	Municipal Finance Monitoring and Support Budget & Reporting	N6 Certificate in Financial Management	FINANCE/ TVET/MF/03	02
	Provincial Accounting Services	Accounting Services	N6 Certificate in Financial Management	FINANCE/ TVET/ PAS/04	01
Administration	Financial Management Services	Financial Accounting & Bank Management Financial Systems Salary Management, Claims, Payments & Reconciliations	N6 Certificate in Financial Management	FINANCE/ TVET/ FMS/05	04
	Human Resources	Human Resource Development (2)	N6 Certificate in Human Resource Management	FINANCE/ TVET/ HRD/06	01
	Information Management Services	IT	N6 Certificate in Information Technology and Computer Science	FINANCE/ TVET/IT/07	04
	HOD	HOD	N6 Certificate in Office Administration or Management Assistance	FINANCE/ TVET/ HOD/08	01
	AG	AG	N6 Certificate in Office Administration or Management Assistance	FINANCE/ TVET/ AG/09	01

Requirements: Applicants should be South African citizens, aged between 18 and 35 years. 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. Applicants should have completed their studies. Applicants 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. TVET learners must produce their N results and a letter from their institution.

Applications must be submitted on a Z83 form, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of qualifications and Identity Document. A separate application should be submitted for each an every post applied for.

Applications should be forwarded to the Director: Human Resource Management, Department of Finance, Private Bag X2060, Mmabatho 2735 or hand delivered at the Human Resource Development Unit, Ground Floor, Ga-Rona Building (East Wing). Faxed or e-mailed applications will not be accepted.

Enquiries: Ms S Tlatsana, or Ms K Metseamere at (018) 388-3487/2910.

Closing date: 21 April 2016

If you have not received any response from us within 3 months of the closing date, please accept that your application was unsuccessful.

