



the dpw

Department of Public Works
Departament van Openbare Werke
Lefapha La Ditiro Tsa Setshaba

RECORDS MANAGEMENT INTERNSHIP PROGRAMME

Applications are invited from unemployed youth who seek work experience and are interested in the Public Service to apply for Internship in Records Management, for a minimum period of three (03) months.

- Posts** : 34 Interns
Stipend : R2 500.00
Centre : Head Office: 4 Posts
Central Region (Mafikeng): 10 Posts
Bophirima Region (Vryburg): 2 Posts
Southern Region (Potchefstroom): 5 Posts
Mogwase District Office: 8 Posts
Temba District Office: 2 Posts
- Requirements** : Senior Certificate, Ability to learn, Willingness to learn archival skills through job training, Knowledge in Records Management will be an added advantage
- Recommendations:** Computer Literacy, Ability to interact with officials, Ability to interpret Concepts, Be able to communicate in English and Setswana
- Duties** : Sorting and Listing of records, Arrangement and description of records according to archival principles, Capturing of records, Packaging of batching of A records in archival boxes in preparation for transfer to Provincial Archives, Shredding of ephemeral D records, Replace worn out files covers.
- Enquiries** : Ms. Ikanyeng Lekgetho: Tel No. (018) 387 2024
- Applications** : Interested persons may submit applications on forms Z83 obtainable from any Public Service Department, together with certified copies of qualifications, Identity Document and a brief CV to: **The Head of Department, Department of Public Works, Private Bag X 2037, MMABATHO, 2735, for Attention of Ms. G. M. Phiri, C/o Main Registry**
Applicants must indicate regions and districts of preference.
N.B. People living with disabilities are kindly urged to apply, and clearly Indicate their status on the application form

CLOSING DATE : **27 OCTOBER 2006**



