KWAZULU-NATAL
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240916/2306
Advert Reference Number:	Intern 2025/2027 Area Office, Eshowe: General Administration
Job Title:	Graduate Internship Programme
Job Level:	Internship
Vacancy Type:	Internal & External
Salary:	R 7450.75 Per Month
Department:	KZN TRANSPORT
Component:	EMPANGENI REGION
Employment Type:	Internship
Contract Duration:	
Center:	Area Office, Eshowe
Number Of Posts:	2

Duties/Responsibilities:

Qualifications and Experience:

Requirement for the Internship Programme:
. Applicant must be of a historically disadvantaged background.
. Applicants must be unemployed.
. Applicants must be computer literate in Microsoft packages.
. A valid drivers licence, minimum Code B where applicable.
. Candidates must demonstrate a willingness to work and excel in the specialised fields.

Essential Knowledge, Skills and Competencies Required:

Additional Information

DIRECTIONS TO CANDIDATES
. Successful candidates will be responsible for their own transport and accommodation during the period of internship.
. Applicants must note that their qualifications (Matric Certificate & Tertiary Certificate) will be submitted to SAQA for verification, therefore applicants must ensure that any outstanding fees to the institutions are paid as the system may block the verification of the qualification and result in the applicant not being considered.
. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualification/s evaluated by the South African Qualifications Authority
. The Department will pay a monthly stipend to all Graduate Interns.
. The successful applicants will be required to enter into an agreement with the Department.
. If invited for an interview, the costs incurred with attending the interview e.g. transport, accommodation etc. will be the responsibility of the applicant.
. No e-mailed or faxed applications will be accepted.
. Only certificates from Tertiary Institutions will be accepted and not letters of completion.

APPLICANTS MUST SUBMIT THE FOLLOWING (ALL INFORMATION WILL BE VERIFIED): Only one application per applicant will be accepted.

All applications must be submitted on the prescribed NEW Z83 Application Form, copies of which are obtainable from the Department of Transport: Head Office, Regional Offices and website: www.kzntransport.gov.za. Clearly state on the application form the placement area and occupation you are applying for, e.g. Cost Centre Metro: HRM.
. a comprehensive Curriculum Vitae (CV) with traceable contact details.
Candidates short-listed for an interview will be required to provide the following documentation, on the date of the interview and failure to do so will result in the candidate being disqualified:
. originally certified copy of Tertiary qualification/s.
. originally certified copy of Identity Document.
. originally certified copy of Matric Certificate.
. an original statement of results.

Applicants must attach a signed affidavit from a Commissioner of Oaths indicating they are unemployed and have never participated in an internship programme.
. Applicants who have already participated in an internship programme within a Government department will not be considered.
NB: Failure to submit the required documentation will result in the application not being considered.

Enquiries: Ms Khwezi Mtshali on 033 355 8099 / Ms Ntombenhle Mbali on 033 355 8507

Applications are to be forwarded to the Directorate: Human Resource Development, Private Bag X9043, Pietermaritzburg 3200 or hand delivered to 172 Burger Street, Pietermaritzburg 3201, for the attention of Mrs Dale Lewis. Applications can also be delivered to the Departments Regional Offices (HRD Section).

CLOSING DATE: 27 SEPTEMBER 2024 AT 16:00

Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date, kindly regard your application as unsuccessful.

How to apply

To apply please log onto the e-Government Portal: https://www.eservices.gov.za/ and follow the following process;
1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access https://www.eservices.gov.za/, then follow the below steps:
1. Click on “Employment & Labour”;
2. Click on “ Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 27 Sep 2024

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
c)Applications received after the closing date will not be considered.
d)Please clearly indicate the name of the post and reference number of the position for which you are applying.
e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
h)Only candidates who meet the requirements may apply.
i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
j)Applications from Recruitment Agencies will not be considered.
k)Applications sent to incorrect email address will not be considered.
l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
m)The appointed candidate shall be required to sign a performance agreement.
n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:
I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.