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The Kwazulu-Natal Department of Transport is offering a Graduate Internship Programme opportunity to unemployed graduates in possession of an appropriate Degree/ National Diploma (NQF 6 and above ONLY) in the following in order to gain work – related 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 exceptions.

Placement Area	Qualification	Head Office	Regional Office: Durban	RTI Umdloti	RTI: Port Shepstone	RTI Pinetown	RTI Groutville	KII Winkie spruit RTI Rossburgh	RTI Park Ryne	MLB:Umbilo MI B:Diirhan	MLB Pinetown	Cost Centre Metro	Cost Centre Metro (Merebank)	Cost Centre Port Shepstone	Area Office Umdoni	Regional Office: Empangeni	MLB Ulundi	RTI Eshowe	RTI Jozini	RTI Nongoma	RTI Umtubatuba	RTI Empangeni	Cost Centre Vryheid Cost Centre Hluhluwe	Cost Centre Ulundi	Cost Centre Eshowe	Area Office Nongoma	Area Office Jozini	Area Office Hluhluwe	Area Office Vryheid	Arae Offfice Eshowe	Area Office Empangeni	Regional Office Ladysmith	MLB Newcastle	Cost Centre Newcastle	Cost Centre Estcourt	RTI Midway	RTI Nguthu	KII Newcastie Area Office Ladysmith	Area Office Bergville	Area Office Greytown	Area Office Estcourt	Area Office Utrech	Regioanl Office PMB	DLTC Mkhondeni MI R PMR	Area Office Kokstad	Cost centre Ixopo	Cost Centre PIMB	RTI Umzimkhulu	RTI Kokstad	RTI Pmb RTI Braid Street
Assets / Stores	National Diploma/ Degree: Asset Management / Inventory Management / Public Administration /	10											2						1				1																											
Auxiliary Services	Public Management Management Assistant / Office Management & Technology / Public Management / Public Administration																						1									2	1	2	2					1 :	1	1								
	National Diploma/ Degree: Public Relations / Journalism / Photography / Graphic Design National Diploma/Degree:	13																																																I
Corporate	Property Management / Built Environment / Real Estate / Fleet Management National Diploma/ Degree:	3																																															Ш	_
Empowerment Programmes	Community Development / Social Science <u>and</u> (valid driver's licence)	4																																																$\perp$
Finance	National Diploma/Degree: Financial Accounting / Financial Management / Management Accounting	7				2				4							1		2				1										2	2 2	2											:	1			$\perp$
Fleet Services	National Diploma/ Logistics/ Fleet Management																		1																															
General Administration	Management Assistant / Office Management & Technology / Public Management / Public Administration			2	2	9	2 2	2 4	2	4 5	5	1	. 3				1 1	1	2	2 3	3 2	6	1 1	1	3 3	3 3	2	2 2	2 2	2	1 1		2			1 1	1 3	3 1	1	1	1			1			1	. 1	1	2
Human Resource Management / Human Resource Development	National Diploma/ Degree: Human Resource Management / Public Administration / Public Management	14	4									1	2			3							2	2	3							4	2	2 2									2			2	2			
Information Technology	National Diploma/Degree: Auditing / Business Analysis / Business Solution / Information Technology / Digital Marketing / Project Management / Public Administration / Public Management / Public Relations / Software Development / Systems	19	1			1		1				1 1	L			1						1	1	1	1							1	1	1 1	1		1	1					1	1	1	1 :	1			
Maintenance	Development National Diploma/ Degree: Civil Engineering													2	2 2	2		$\dagger$		+			2 2	2	2																		П						П	$\dagger$
Monitoring & Evaluation	National Diploma/ Degree: Auditing / Monitoring & Evaluation National Diploma/ Degree:	2																																																$oxed{\bot}$
Motor Transport Services	Accounting / Financial Management / Human Resource Management / Information Technology / Public Administration / Public Management	15																																																
Organisational Development Services	National Diploma / Degree: Management Services / Operations Management / Production Management	4																																																
Office Services	National Diploma/Degree: Public Administration / Public Management / Office Management								,	4 5	;	1	. 3			2							1	2	1																		1			1 3	2			
Provincial Regulatory Entity	National Diploma/Degree: Public Management / Administration / Transport Management	4	2											1		2							1									2											1							
Registry / Records	National Diploma/Degree: Information Management / Archival Science National Diploma / Degree:																																																	$\perp$
Risk Management	Internal Auditing / Risk Management	3								$\perp$										$\perp$			_		Ц												$\perp$			$\downarrow$			Ц						Ш	$\perp$
	National Diploma/Degree: Project Management / Road Safety & Traffic Management / Developmental Studies / Communication Studies		1									1 1	L	1											1							1	1	1	1															
Supply Chain	National Diploma / Degree: Financial Accounting / Financial Management / Supply Chain Management											3	4	1		1							1 2	6	2						1															1	2			
Technical Transport	National Diploma/ Degree: Construction Management / Civil Engineering National Diploma / Degree:						_	_		_			3	-			_			$\perp$			$\perp$														$\perp$			$\perp$					_		_	_		$\downarrow$
nfrastructure &	Civil Engineering / Public Administration	9																																																
Traffic Camera	National Diploma/Degree: Office Administration / Public Administration		1									T					Τ			T															Π	T													ıΤ	













# DUATE INTERN ROGRAMME 20





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# HEAD OFFICE INTERN CANDIDATES APPLYING FOR GENERAL ADMINISTRATION MAY BE PLACED UNDER THE VARIOUS **DIRECTORATES AT HEAD OFFICE:**

Communications, Corporate Support Services, Motor Transport Services, Road Traffic Inspectorate, Traffic Training College, Technical Training Centre

#### **DURATION**

The duration of the Graduate Internship Programme is 24 months.

### **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.



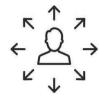








PRACTICE





**OPPORTUNITY** 

**TRAINING** 

**SKILLS** 

KNOWLEDGE

**MENTORING**