



HUMAN RESOURCE ADMINISTRATION

Steve Vukile Tshwete Complex • Zone 6 • Zwelitsha • Eastern Cape
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Enquiries: Ms L. Sidiya

File Number: 8/4/2/2/3

Date: 29 May 2017

Internship Programme for the Financial Year 2017/2018

Circular Number 12 of May 2017

- 1) The Eastern Cape Department of Education (ECDoE) is offering 400 internship opportunities for a period of twelve months (12 months) to suitable and qualifying unemployed graduates who are from higher institutions. **Stipend: R5 000 per month.**
- 2) The Internship opportunity is offered to unemployed graduates who have completed their Degrees or 3 year National Diplomas and have not been exposed to Public Service Work Experience related to the field of study that they have completed. This will be a work based structured approach for an experiential learning related to an occupation with an aim to acquire competencies in the said fields. Applications are hereby invited from suitable qualified candidates.
- 3) Applicants are required to submit a completed Z83 form obtainable from any Government institution. Certified copies of the required qualifications and Curriculum Vitae **must** accompany this form. Applicants **must clearly** quote the reference number on their applications. Only candidates who in all respects meet the advertised requirements will be considered. If you do not receive any response from the Department within 60 days of the closing date, please accept that your application was unsuccessful.

- 4) The Eastern Cape Department of Education is committed to the achievement and maintenance of diversity and equity in employment, especially of race, gender, and disability.
- 5) Preference will be given to people with disabilities first hence are encouraged to apply and disclose the nature of their disability.
- 6) The Department reserves the right not to continue with the interviews and appointments if the Department feels no suitable candidates could be found. Canvassing of Employees and/or Management is not permissible and proof thereof will result in disqualification. The incumbent will be required to sign an internship contract and performance/ work plan agreement
- 7) The internship opportunities are based in Districts, and the Head office (Zwelitsha).
- 8) It is the applicant's responsibility to have the qualifications evaluated by the South African Qualities Authority (SAQA) as qualifications will be submitted for verification
- 9) The application forms must be directed to P/B X0032 Bhisho, 5605 or hand delivered to HRA office, **Head Office (Zwelitsha)**.
- 10) Applicants requiring additional information are welcome to direct their queries to the following officials:
Mrs L Sidiya (040 608 4552)
Mr L Makongolo (040 608 4261)

Note!!! No **faxed** or **late** applications will be considered.

Closing Date: 09 June 2017

TS Kojana
Superintendent General

Date: _____

The advert is broken-down as follows:

MUNICIPALITY	DISTRICTS	RESPONSIBILITY	No	FIELDS OF STUDY & REF NUMBER
Alfred Nzo East	Bizana	Ms. Fikeni	15	HR - ALFES HR 01/2017 Public Management (1) - (ALFES HR 01/01/2017) Public Administration (1) - (ALFES HR 02/01/2017) Management of Training (3) - (ALFES HR 03/01/2017) Bachelor Social Science (1) -(ALFES HR 04/01/2017) B com Accounting (2) -(ALFES HR 05/01/2017) Internal Auditing (1) - (ALFES HR 06/01/2017) Information Technology (2) - (ALFES HR 07/01/2017) SCM (1) -(ALFES HR 08/01/2017) Building (1) -(ALFES HR 09/01/2017) Documents Management (1)-(ALFES HR 10/01/2017) Public Relations (1)-(ALFES HR 11/01/2017)
Alfred Nzo West	Maluti	Mr. Moleko	15	HR - ALFWS HR 02/2017 Public Management (1) - (ALFWS HR 01/02/2017) Public Administration (1) - (ALFWS HR 02/02/2017) Management of Training (2) -(ALFWS HR 03/02/2017) Bachelor Social Science (1) - (ALFWS HR 04/02/2017) B com Accounting (1) - (ALFWS HR 05/02/2017) Internal Auditing (2) - (ALFWS HR 06/02/2017) Information Technology (2) - (ALFWS HR 07/02/2017) SCM (2) - (ALFWS HR 08/02/2017) Building (1) - (ALFWS HR 09/02/2017) Documents Management (1)-(ALFWS HR 10/02/2017) Public Relations (1) -(ALFWS HR 11/02/2017)
	Mount Frere	Mr. Moshoi	15	HR - ALFWS HR 03/2017 Public Management (1) -(ALFWS HR 01/03/2017) Public Administration (1) -(ALFWS HR 02/03/2017) Management of Training (2) -(ALFWS HR 03/03/2017) Bachelor Social Science (1) -(ALFWS HR 04/03/2017) B com Accounting (2) -(ALFWS HR 05/03/2017) Internal Auditing (1) -(ALFWS HR 06/03/2017) Information Technology (2) -(ALFWS HR 07/03/2017) SCM (2) -(ALFWS HR 08/03/2017) Building (1) -(ALFWS HR 09/03/2017) Documents Management (1)-(ALFWS HR 10/03/2017) Public Relations (1) -(ALFWS HR 11/03/2017)
Amathole East	Butterworth	Mr. Ndunge	15	HR - AMTES HR 04/2017 Public Management (1) -(AMTES HR 01/04/2017) Public Administration (1) -(AMTES HR 02/04/2017) Management of Training (2) -(AMTES HR 03/04/2017) Bachelor Social Science (1) -(AMTES HR 04/04/2017) B com Accounting (2) -(AMTES HR 05/04/2017) Internal Auditing (2) -(AMTES HR 06/04/2017) Information Technology (2) -(AMTES HR 07/04/ 2017) SCM (2) -(AMTES HR 08/04/2017)

				Building(1) -(AMTES HR 09/04/2017) Documents Management(1) -(AMTES HR 10/04/2017)
	Dutywa	Mr. Safa	15	HR - AMTES HR 05/2017 Public Management (1) -(AMTES HR 01/05/2017) Public Administration (1) -(AMTES HR 02/05/2017) Management of Training (3) -(AMTES HR 03/05/2017) Bachelor Social Science (1) -(AMTES HR 04/05/2017) B com Accounting (2) -(AMTES HR 05/05/2017) Internal Auditing (2) -(AMTES HR 06/05/2017) Information Technology (2) -(AMTES HR 07/05/2017) SCM (1) -(AMTES HR 08/05/2017) Building (1) -(AMTES HR 09/05/2017) Documents Management (1)-(AMTES HR 10/05/2017)
Amathole West	Fort Beaufort	Mr. Mandindi	15	HR - AMTWS HR 06/2017 Public Management (1) -(AMTWS HR 01/06/2017) Public Administration (1) -(AMTWS HR 02/06/2017) Management of Training (2) -(AMTWS HR 03/06/2017) Bachelor Social Science (1) -(AMTWS HR 04/06/2017) B com Accounting (2) -(AMTWS HR 05/06/2017) Internal Auditing (2) -(AMTWS HR 06/06/2017) Information Technology (2) -(AMTWS HR 07/06/2017) SCM (2) -(AMTWS HR 08/06/2017) Building (1) -(AMTWS HR 09/06/2017) Document Management (1) -(AMTWS HR 10/06/2017)
Buffalo City	KWT	Mr. Damane	15	HR - BC HR 07/2017 Public Management (1) -(BC HR 01/07/2017) Public Administration (1) -(BC HR 02/07/2017) Management of Training (2) -(BC HR 03/07/2017) Bachelor Social Science (1) -(BC HR 04/07/2017) B com Accounting (2) -(BC HR 05/07/2017) Internal Auditing (1) -(BC HR 06/07/2017) Information Technology (2) -(BC HR 07/07/2017) SCM (2) -(BC HR 08/07/2017) Building (1) -(BC HR 09/07/2017) Documents Management (1) -(BC HR 10/07/2017) Public Relations (1) -(BC HR 11/07/2017)
	EL	Mr. Veletshona	15	HR - BC HR 08/2017 Public Management (1) -(BC HR 01/08/2017) Public Administration (1) -(BC HR 02/08/2017) Management of Training (2) -(BC HR 03/08/2017) Bachelor Social Science (1) -(BC HR 04/08/2017) B com Accounting (2) -(BC HR 05/08/2017) Internal Auditing (1) -(BC HR 06/08/2017)

				Information Technology (2) -(BC HR 07/08/2017) SCM (2) -(BC HR 08/08/2017) Building (1) -(BC HR 09/08/2017) Documents Management (1) -(BC HR 10/08/2017) Public Relations (1) -(BC HR 11/08/2017)
Chris Hani East	Cofimvaba	Mr. Ngwendu	15	HR - CHRSES HR 09/2017 Public Management (1) -(CHRSES HR 01/09/2017) Public Administration (1) -(CHRSES HR 02/09/2017) Management of Training (2)-(CHRSES HR 03/09/2017) Bachelor Social Science (1) -(CHRSES HR 04/09/2017) Bcom Accounting (2) -(CHRSES HR 05/09/2017) Internal Auditing (1) -(CHRSES HR 06/09/2017) Information Technology (2) -(CHRSES HR 07/09/2017) SCM (2) -(CHRSES HR 08/09/2017) Building (1)(CHRSES HR 09/09/2017) Documents Management (1) -(CHRSES HR 10/09/2017) Public relations (1) -(CHRSES HR 11/09/2017)
	Ngcobo	Mr. Helm	15	HR - CHRSES HR 10/2017 Public Management (1) -(CHRSES HR 01/10/2017) Public Administration (1) -(CHRSES HR 02/10/2017) Management of Training (2) (CHRSES HR 03/10/2017) Bachelor Social Science (1) -(CHRSES HR 04/10/2017) Bcom Accounting (2) -(CHRSES HR 05/10/2017) Internal Auditing (1) -(CHRSES HR 06/10/2017) Information Technology (2) -(CHRSES HR 07/10/2017) SCM (2) -(CHRSES HR 08/10/2017) Building (1) -(CHRSES HR 09/10/2017) Documents Management (1) -(CHRSES HR 10/10/2017) Public Relations (1) -(CHRSES HR 11/10/2017)
Chris Hani West	Cradock	Mr. Stemele	10	HR - CHRWS HR 11/2017 Public Management (1) -(CHRWS HR 01/11/2017) Public Administration (1) -(CHRWS HR 02/11/2017) Management of Training (2) -(CHRWS HR 03/11/2017) Bachelor Social Science (1) -(CHRWS HR 04/11/2017) Bcom Accounting (1) -(CHRWS HR 05/11/2017) Internal Auditing (1) -(CHRWS HR 06/11/2017) IT(1) -(CHRWS HR 07/11/2017) SCM (1) -(CHRWS HR 08/11/2017) Documents Management (1) -(CHRWS HR 10/11/2017)

	Lady Frere	Mr. Kwepile	15	<p>HR - CHRWS HR 12/2017</p> <p>Public Management (1) -(CHRWS HR 01/12/2017)</p> <p>Public Administration (1) -(CHRWS HR 02/12/2017)</p> <p>Management of Training(2)(CHRWS HR 03/12/2017)</p> <p>Bachelor Social Science (1) -(CHRWS HR 04/12/2017)</p> <p>Bcom Accounting (2) -(CHRWS HR 05/12/2017)</p> <p>Internal Auditing (1) -(CHRWS HR 06/12/2017)</p> <p>IT (2) -(CHRWS HR 07/12/2017)</p> <p>SCM (2) -(CHRWS HR 08/12/2017)</p> <p>Building (1) (CHRWS HR 09/12/2017)</p> <p>Documents Management (1) -(CHRWS 10/12/2017)</p> <p>Public relations (1) -(CHRWS HR 11/12/2017)</p>
	Queenstown	Ms. Zenzile	15	<p>HR - CHRWS HR 13/2017</p> <p>Public Management (1) (CHRWS 01/13/2017)</p> <p>Public Administration (1) (CHRWS 02/13/2017)</p> <p>Management of Training (2) (CHRWS 03/13/2017)</p> <p>Bachelor Social Science (1) (CHRWS 04/13/2017)</p> <p>Bcom Accounting (2) (CHRWS 05/13/2017)</p> <p>Internal Auditing (1) (CHRWS 06/13/2017)</p> <p>IT (2) (CHRWS 07/13/2017)</p> <p>SCM (2) (CHRWS 08/13/2017)</p> <p>Building (1) (CHRWS 09/13/2017)</p> <p>Documents Management (1) (CHRWS 10/13/2017)</p> <p>Public Relations (1) (CHRWS 11/13/2017)</p>
Joe Gqabi	Sterkspruit	Mr. Ntaka	15	<p>HR - JG HR 14/2017</p> <p>Public Management (1) -(JG HR 01/14/2017)</p> <p>Public Administration (1) -(JG HR 02/14/2017)</p> <p>Management of Training (2) -(JG HR 03/14/2017)</p> <p>Bachelor Social Science (1) -(JG HR 04/14/2017)</p> <p>Bcom Accounting (1) -(JG HR 05/14/2017)</p> <p>Internal Auditing (2) -(JG HR 06/14/2017)</p> <p>IT (2) -(JG HR 07/14/2017)</p> <p>SCM (2) -(JG HR 08/14/2017)</p> <p>Building (1) -(JG HR 09/14/2017)</p> <p>Documents Management (1) -(JG HR 10/14/2017)</p> <p>Public Relations (1) -(JG HR 11/14/2017)</p>
	Mount Fletcher	Mr. Sodladla	15	<p>HR - JG HR 15/2017</p> <p>Public Management (1) -(JG HR 01/15/2017)</p> <p>Public Administration (1) -(JG HR 02/15/2017)</p> <p>Management of Training (2) -(JG HR 03/15/2017)</p> <p>Bachelor Social Science (1) -(JG HR 04/15/2017)</p> <p>Bcom Accounting (2) -(JG HR 05/15/2017)</p> <p>Internal Auditing (1) -(JG HR 06/15/2017)</p> <p>IT (2) -(JG HR 07/15/2017)</p> <p>SCM (2) -(JG HR 08/15/2017)</p> <p>Building (1) -(JG HR 09/15/2017)</p> <p>Documents Management (1) -(JG HR 10/15/2017)</p>

				Public Relations (1) -(JG HR 11/15/2017)
Nelson Mandela	Port Elizabeth	Mr. Hlekani	15	HR - NM HR 16/2017 Public Management (1) -(NM HR 01/16/2017) Public Administration (1) -(NM HR 02/16/2017) Management of Training (2) -(NM HR 03/16/2017) Bachelor Social Science (1) -(NM HR 04/16/2017) Bcom Accounting (1) -(NM HR 05/16/2017) Internal Auditing (2) -(NM HR 06/16/2017) IT (2) -(NM HR 07/16/2017) SCM (2) -(NM HR 08/16/2017) Building (1) -(NM HR 09/16/2017) Documents Management (1) -(NM HR 10/16/2017) Public Relations (1) -(NM HR 11/16/2017)
	Uitenhage	Mr. Miggels	10	HR - NM HR 17/2017 Public Management (1) -(NM HR 01/17/2017) Public Administration (1) -(NM HR 02/17/2017) Management of Training (2) -(NM HR 03/17/2017) Bachelor Social Science (1) -(NM HR 04/17/2017) Bcom Accounting (1) -(NM HR 05/17/2017) Internal Auditing (1) -(NM 06/17/2017) IT (1) -(NM HR 07/17/2017) SCM (1) -(NM HR 08/17/2017) Documents Management (1) -(NM HR 09/17/2017)
OR Tambo Coastal	Libode	Mr. Mkentane	15	HR - ORTC HR 18/2017 Public Management (1) -(ORTC HR 01/18/2017) Public Administration (1) -(ORTC HR 02/18/2017) Management of Training (2) -(ORTC HR 03/18/2017) Bachelor Social Science (1) -(ORTC HR 04/18/2017) Bcom Accounting (2) -(ORTC HR 05/18/2017) Internal Auditing (1) -(ORTC HR 06/18/2017) IT (2) -(ORTC HR 07/18/2017) SCM (2) -(ORTC HR 08/18/2017) Building (1) -(ORTC HR 09/18/2017) Documents Management (1) -(ORTC HR 10/18/2017) Public Relations (1) -(ORTC HR 11/18/2017)
	Lusikisiki	Mr. Matandabuzo	15	HR - ORTC HR 19/2017 Public Management (1) -(ORTC HR 01/19/2017) Public Administration (1) -(ORTC HR 02/19/2017) Management of Training (2) -(ORTC HR 03/19/2017) Bachelor Social Science (1) -(ORTC HR 04/19/2017) Bcom Accounting (2) -(ORTC HR 05/19/2017) Internal Auditing (1) -(ORC HR 06/19/2017) IT (2) -(ORTC HR 07/19/2017) SCM (2) -(ORTC HR 08/19/2017) Building (1) -(ORTC HR 09/19/2017) Documents Management (1) -(ORC HR 10/19/2017) Public Relations (1) -(ORTC HR 11/19/2017)

OR Tambo inland	Mthatha	Mr. Matoti	15	<p>HR - ORTI 20/2017</p> <p>Public Management (1) -(ORTI HR 01/20/2017)</p> <p>Public Administration (1) -(ORTI HR 02 /20/2017)</p> <p>Management of Training (2) -(ORTI HR 03/20/2017)</p> <p>Bachelor Social Science (1) -(ORTI HR 04/20/2017)</p> <p>Bcom Accounting (2) -(ORTI HR 05/20/2017)</p> <p>Internal Auditing (1) -(ORTI HR 06/20/2017)</p> <p>IT (2) -(ORTI HR 07/20/2017)</p> <p>SCM (2) -(ORTI HR 08/20/2017)</p> <p>Building(1) -(ORTI HR 09/20/2017)</p> <p>Documents Management (1) -(ORTI HR 10/20/2017)</p> <p>Public Relations (1) -(ORTI HR 11/20/2017)</p>
	Qumbu	Mrs. Mangisa	15	<p>HR - ORTI HR 21/2017</p> <p>Public Management (1) -(ORTI HR 01/21/2017)</p> <p>Public Administration (1) -(ORTI HR 02/21/2017)</p> <p>Management of Training (2) -(ORTI 03/21/2017)</p> <p>Bachelor Social Science (1) -(ORTI 04/21/2017)</p> <p>Bcom Accounting (2) -(ORTI 05/21/2017)</p> <p>Internal Auditing (1) -(ORTI 06/21/2017)</p> <p>IT (2) -(ORTI 07/21/2017)</p> <p>SCM (2) -(ORTI 08/21/2017)</p> <p>Building (1) -(ORTI 09/21/2017)</p> <p>Documents Management (1) -(ORTI 10/21/2017)</p> <p>Public Relations (1) -(ORTI 11/21/2017)</p>
Head Office	Zwelitsha	Ms. L. Sidiya	50	<p>HR – H/O HR 22/2017</p> <p>B. Com Accounting (5) (H/O HR 01/22/2017)</p> <p>Internal Auditing (5) (H/O HR 02/22/2017)</p> <p>Management of Training (5) (H/O HR/03/22/2017)</p> <p>Public Admin (11) (H/O HR 04/22/2017)</p> <p>LLB (3) (H/O HR 05/22/2017)</p> <p>SCM (4) (H/O HR 06/22/2017)</p> <p>Human Resource Management (5) (H/O HR 07/22/2017)</p> <p>Communication (5) (H/O HR 08/22/2017)</p> <p>Risk Management (4) (H/O HR 09/22/2017)</p> <p>IT (2) (H/O HR 10/22/2017)</p> <p>Bachelor of Social Science (1) (H/O HR 11/22/2017)</p>
Sarah Baartman	GraafReinet	Ms. Van Rensburg	15	<p>HR - GRF HR 23/2017</p> <p>Public Management (1) -(GRF HR 01/23/2017)</p> <p>Public Administration (1) -(GRF HR 02/23/2017)</p> <p>Management of Training (2) -(GRF HR 03/23/2017)</p> <p>Bachelor Social Science (1) -(GRF HR 04/23/2017)</p> <p>Bcom Accounting (2) -(GRF HR 05/23/2017)</p> <p>Internal Auditing (1) -(GRF HR 06/23/2017)</p>

			<p>IT (2) -(GRF HR 07/23/2017) SCM (2) -(GRF HR 08/23/2017) Documents Management (1) -(GRF HR 09/23/2017) Public Relations (1) -(GRF HR 10/23/2017) Building (1) -(GRF HR 11/23/2017)</p>
	Grahamstown	Mr. Giyose	<p>10</p> <p>HR - GHM HR 24/2017 Public Management (1) -(GHM HR 01/24/2017) Public Administration (1) -(GHM HR 02/24/2017) Management of Training (2) -(GHM HR 03/24/2017) Bachelor Social Science (1) -(GHM HR 04/24/2017) Bcom Accounting (1) -(GHM HR 05/24/2017) Internal Auditing (1) -(GHM HR 06/24/2017) IT (1) -(GHM HR 07/24/2017) SCM (1) (GHM HR 08/24/2017) Documents Management (1) -(GHM HR 09/24/2017)</p>