



OFFICE OF THE CHIEF DIRECTOR HRM & D

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TO:

- CHIEF FINANCIAL OFFICER**
- ALL DDG'S**
- ALL CHIEF DIRECTORS**
- ALL CLUSTER CHIEF DIRECTOR**
- ALL DIRECTORS**
- ALL DISTRICT DIRECTORS**
- ALL CMC HEADS**
- ALL CIRCUIT MANAGERS**
- ALL SCHOOL PRINCIPALS**
- ALL SCHOOLS**
- ALL SPECIAL SCHOOLS**
- ALL SCHOOL GOVERNING BODIES**
- ALL LABOUR UNIONS**

FROM: **DIRECTOR HRM & D**

SUBJECT: **GUIDELINES FOR RECRUITMENT AND PLACEMENT OF INTERNS FOR THE 2024/2025 FINANCIAL YEAR**

DATE: **29 FEBRUARY 2024**

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1. HRD Circular 1 of 2018 provides two strategic goals for Human Resource Development (HRD), which is to develop both internal and external labour market environments for the flow of skilled employees to ensure continuous availability of talent and provide opportunities for the youth to gain practical experience in the workplace and enhance their productivity potential through the implementation of developmental programmes within the department.



2. The internship programme is one of the strategies that the Department implements in compliance to the HRD Circular 1 of 2018, where the department will be recruiting unemployed graduates and students to the programme.
3. In the 2024/2025 financial year, the HRM&D chief directorate, through HRD, will be recruiting and placing 650 unemployed youth to be placed in schools, circuit offices, district offices and the head office.
4. The Internship programme is categorised to departmental and ETDP SETA programmes as they are two funding sources who both seek to reduce the scourges of poverty and unemployment urgently and substantively as set in the HRD strategy.
5. The table below details the 2 categories of the internship programme:

INTERNSHIP PROGRAMME		
Programme	Duration	Responsibility
ECDOE INTERNSHIP		
Programme	Duration	Responsibility
Internship	24 months	Head Office District
Work Integrated Learning(students)	18 months	Head Office District
ETDP-SETA INTERNSHIP		
Programme	Duration	Responsibility
Professional Interns and researchers	24 months	ETDP-SETA Head Office
Social Workers	24 months	ETDP-SETA Head Office District

6. RECRUITMENT PRINCIPLES – INTERNS

- The ECDoE internship program is implemented in line with the Provincial internship policy.
- The Department will advertise all unemployed opportunities that are to be employed in the 2024/2025 financial year.
- Each District will be responsible for recruitment and placement of all categories that will be created.
- Only qualifying unemployed youth will be considered for the internship programme.



- If interns are to be placed in a school or district, they must come from the community and district, respectively, where the school or district is located (does not apply for head office interns)
- To ensure that there is a fair distribution of appointments within the local community, it would be preferable, where possible, to limit appointments to one per household (e.g., where more than one application is received from one household, the appointing committee must consider and recommend only one person for appointment);
- Interns should be unemployed youth between the ages of 18 – and 40, not in education, employment, or training (NEET). Youth placed should not be studying, but all graduates should be considered and prioritised.
- Interns should have a minimum of an NQF Level 4 qualification; however, an NQF Level 5 or above will be an added advantage. (This is an exception to the Departmental Internship where a diploma is the minimum qualification required)
- In selecting suitable candidates, consideration should be made to prioritise people living with disabilities (the target is to appoint 2% of youth living with disability)
- The ECDoE Recruitment and Selection policies will be applicable when recruiting and placing unemployed youth into internship programme.

7. SELECTION AND APPOINTMENT PROCEDURES – INTERNSHIP

7.1 The Internship and Learnership Subcommittee at both the head office and districts are to facilitate the appointment of office based interns in their respective districts.

7.2 Appointment must be open, fair and transparent.

7.3 Appointment should be based on the allocation given to the district by the provincial office and or/ district in the case of schools.

7.4 The following selection and appointment procedures must be followed:

- The Internship and Learnership Subcommittee must convene a meeting before the recruitment process . The panel for the interviews will be constituted during the meeting.
- Members of the Internship and Learnership to constitute interview panels



- District Directors will communicate and appoint interview panel (s) in writing and submit to HRD.
- A Member from each line function that will be benefitting from the programme is to be appointed in writing and be part of the interview panel.
- Districts are required to nominate mentors that will be responsible for monitoring development and performance of interns, no district will be given a go ahead with recruitment without mentors. Each district is allocated to have maximum of 10 mentors. Submission of nominations to be submitted to Ms. Mayi on the 12 March 2024.
- Members of the Internship and Learnership Subcommittee interview panels will be used to prepare interview questions on the interview date.
- HRD heads will consolidate and safeguard all records from the interview process.
- HRD heads will guide the interview process per the HRA standard operating procedures for appointment.
- The candidates should be called to confirm their availability for interviews.
- The candidates should be informed of documents that they must bring to the interviews (ID, qualifications, testimonial letters, **affidavit to declare no criminal record or police name clearance printout**).
- Members of the Internship and Learnership Subcommittee interview panel conduct interviews
- Members of the Internship and Learnership Subcommittee / interview panel recommends successful candidates
- HRD consolidate a report of the interviews and attach all relevant documents (C.V, certified I.D/pasport copies, certified qualifications (where applicable), testimonial, police clearance, declaration letter by applicant).
- The HRD head will process recommendations and forward to HRA for implementation.
- HRA head informs successful candidates of their appointment.



- **Before assumption of duty, school interns must undergo vetting and screening in the National Register for Sex Offenders. This is applicable to all interns appointed by the Department.**
- **Before assumption of duty, interns placed in schools must sign an affidavit confirming that they do not have criminal records under their names.**
- **The department will conduct verification, and any individual who is found to be in the NSRO or has a criminal record against their name contracts will be terminated immediately.**
- Districts HR / School principals will inform candidates that they are to visit the police station to apply for name clearance and visit the Department of Justice to be vetted against the National Register for Sexual Offenders (NRSO).
- District Internship coordinators offer contracts to successful candidates.
- District HRA captures contracts on PERSAL.
- After the appointment interns must attend compulsory induction training organised by HRD.
- Appointed interns will be required to sign performance management contracts quarterly with their supervisors.

Yours in quality education

L. SIDIYA
DIRECTOR HRM & D
29/02/2024