



OFFICE OF THE CHIEF DIRECTOR HRM & D

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MANAGEMENT PLAN FOR INTERNSHIP RECRUITMENT – 2024/25 INTAKE

| ACTIVITY | DISTRICT | DATE | TIME | TARGET | VENUE | RESPONSIBLE PERSON |
|---|--------------------|--------------------|---------------|---|-------------------------------|---------------------------|
| Convene Special Internship and Learnership Sub Committee (Provincial) | All districts/ H/O | 11 March 2024 | 09:00 – 12:00 | Internship & Learnership Subcommittee Members | All districts/ H/O (Virtual) | HRD/ Subcommittee members |
| Nomination of Mentors | | 11 - 12 March 2024 | 16:00 | District Memntors | All districts/ H/O (Virtual) | HRD |
| Convene Special Internship and Learnership Sub Committee (District) | All districts/ H/O | 11 March 2024 | 14:00 – 16:30 | Internship & Learnership Subcommittee Members | All districts/ H/O (Physical) | HRD/ Subcommittee members |
| Issuing of Advert | All districts/ H/O | 14 March 2024 | N/A | Unemployed Graduates/ WIL students | All districts/ H/O | Provincial HRA |

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| ACTIVITY | DISTRICT | DATE | TIME | TARGET | VENUE | RESPONSIBLE PERSON |
|--------------------------------------|--------------------|----------------------------|---------------|------------------------------------|--------------------|--|
| Appointment of Panel Members | All districts/ H/O | 16 March 2024 | N/A | HRD/ HRA/Subcommittee members | All districts/ H/O | HRD |
| Recruitment | All districts/ H/O | 14 – 22 March 2024 | N/A | Unemployed Graduates/ WIL students | eRecruitment | HRA (Provincial & District) |
| Selection & Contacting of Applicants | All districts/ H/O | 25 - March 2024 | 09:00 – 16:30 | Unemployed Graduates/ WIL students | All districts/ H/O | HRD/ HRA/Subcommittee members |
| Interviews | All districts/ H/O | 27- 28 March 2024 | 09:00 – 16:30 | Selected Applicants | All districts/ H/O | HRD/ HRA/Subcommittee members |
| Induction, Contracting and Placement | All districts/ H/O | 29 March 2024 | 09:00 – 16:30 | Appointed Applicants | All districts/ H/O | HRD/ Subcommittee members |
| Assumption of Duty | All districts/ H/O | 1 st April 2024 | 8:00 | Successful Applicants | All districts/ H/O | HRD/ Circuit Managers/ School Principals |

Yours in Quality Education



L. SIDIYA
ACTING CHIEF DIRECTOR – HRM & D
29/02/2024

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