

Graduate Internship Programme [2022/2023 – 2023/2024]

Graduate Intern Programme:	Youth programme (focusing on ages up to 34 years of age) and will provide an opportunity to gain practical work experience for a period of twenty-four (24) months, whereby successful candidates will receive a monthly stipend of R6 083.70. Women and people with disabilities are particularly encouraged to apply.
Post (job Title):	WCED Graduate Intern
Branch/Directorate	Directorate: Strategic People Management
Directorate/ district Office:	<p>HEAD OFFICE</p> <ul style="list-style-type: none"> - Business Intelligence Management (4 posts – Information Technology) <p>RURAL DISTRICTS</p> <ul style="list-style-type: none"> - Cape Winelands: (2 posts – Human Resource Management/Financial management) (2 posts – Psychology / Social Work) - Eden and Central Karoo: (2 posts Financial Management/Accounting; Public Management) (2 posts – Psychology / Social Work) - Overberg: (2 posts – Public Management / Administration; Archives / Records Management) (2 posts – Psychology / Social Work) - West Coast: (2 posts) (Financial Management) (2 posts – Psychology / Social Work) <p>METRO DISTRICTS</p> <ul style="list-style-type: none"> - Metro Central: (2 posts – Financial Management/Accounting; Public Management) (2 posts – Psychology / Social Work) - Metro East: (2 posts – Human Resources; Public Management / Administration) (2 posts – Psychology / Social Work) - Metro North: (3 posts – Financial Management/Accounting; Public Management/ Administration) (2 posts – Psychology / Social Work) - Metro South: (2 posts – Public Management / Administration; Financial Management / Accounting) (2 posts – Psychology / Social Work)
Requirements	3-year diploma or degree (NQF 6 or 7) in one of the following: Financial Management Systems; Financial Management; Accounting Human Resource Management/ Development Public Management / Administration Archives / Records Management Information Technology 3 or 4-year degree (NQF 8) in Psychology / Social Work
Duties	The Intern will be responsible for assisting the staff with general office duties including, but not limited to, research, data entry, filing and general coordination. Render general admin support in the chosen office.
Knowledge and Skills	Computer literacy: MS Office Package (MS Word, Excel, PowerPoint), e-mail system, Internet. Interpersonal skills. Listening skills. Ability to gather and process information. Good written and verbal communications skills in 2 official languages of the Western Cape.
Enquiries	Ms B Mpama, Buyiswa.Mpama@westerncape.gov.za 021 467 2550 (Head Office)/ Ms M Jita, Masivelane.Jita@westerncape.gov.za 021 467 2224 (Head Office)
Closing Date:	11 February 2022

Instructions to applicants: Use the following link to apply online for the Graduate Internship Programme or scan the QR code to access the link on your cell phone/tablet.

Link- <https://forms.gle/B1AdRzHE5XBhx2dHA>



Candidates must electronically submit the following completed documents:

1. CV
2. Z83 form, obtainable from any government department or click the link [Z83 application form](#)
3. Certified copy of the relevant qualification;
4. Certified copy of a South African bar-coded ID book or South African ID card;
5. Academic results certified by the academic institution.

Documents to be electronically submitted to: Buyiswa.Mpama@westerncape.gov.za

Please note: Faxes and certified copies older than 3 months will not be accepted. The WCED will not be held responsible for any costs relating to relocation, subsistence and travelling. Correspondence will be limited to short-listed candidates only. Kindly accept that, if you do not hear from the WCED by 31 March 2022, your application was unsuccessful.