

## Graduate Internship Programme [2025/2026 – 2026/2027]

<b>Graduate Intern Programme:</b>	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 R7 450.75. Women and people with disabilities are particularly encouraged to apply.
<b>Reference:</b>	District and Post Name
<b>Post (Job Title):</b>	WCED Graduate Intern
<b>Branch/Directorate</b>	Directorate: Strategic People Management
<b>Directorate/ district Office:</b>	<p><b>HEAD OFFICE</b></p> <ul style="list-style-type: none"> <li>- <b>Employee Relations:</b> (Law; Industrial Relations; Human Resource Management)</li> <li>- <b>Recruitment:</b> (Human Resource Management)</li> <li>- <b>Physical Resource Planning:</b> (Finance)</li> <li>- <b>Financial Accounting:</b> (Finance; Internal Audit; Taxation)</li> <li>- <b>Service Benefits:</b> (Communication; Records Management; Human Resource Management)</li> <li>- <b>Examinations:</b> (Human Resource Management; Public Management; Communication; Project Management)</li> <li>- <b>Internal Control:</b> (Internal Audit; Finance)</li> <li>- <b>Management Accounting:</b> (Finance)</li> <li>- <b>Strategic People Management:</b> (Human Resource Management/Development; Public Administration/ Management; Industrial Psychology)</li> <li>- <b>Supply Chain Management:</b> (Supply Chain Management; Finance)</li> <li>- <b>Curriculum FET:</b> (Public Administration/ Management; Human Resource Management)</li> <li>- <b>Presidential Youth Employment Initiative:</b> (Public Administration/ Management; Human Resource Management; Office Management; Project Management)</li> <li>- <b>Inclusive &amp; Specialized Education:</b> (Administration; Finance)</li> </ul> <p><b>RURAL DISTRICTS</b></p> <ul style="list-style-type: none"> <li>- <b>Cape Winelands:</b> (Human Resource Management/Financial management; Supply Chain Management; Public Administration; Performance Management; Office Management)</li> <li>- <b>Eden and Central Karoo:</b> (Finance; Public Management; Social Work; Office Administration)</li> <li>- <b>Overberg:</b> (Public Administration; Finance; Psychology / Social Work)</li> <li>- <b>West Coast:</b> (Public Administration; Finance; Psychology / Social Work)</li> </ul> <p><b>METRO DISTRICTS</b></p> <ul style="list-style-type: none"> <li>- <b>Metro East:</b> (Public Administration; Finance; Human Resource Management / Public Management)</li> <li>- <b>Metro North:</b> (Finance; Psychology / Social Work; Human Resource Management)</li> <li>- <b>Metro South:</b> (Public Administration; Finance; Human Resource Management / Public Management; Data Management)</li> <li>- <b>Metro Central:</b> Public Management/Administration; Human Resource Management; Finance; Social Work)</li> </ul>
<b>Requirements</b>	<p>3-year Diploma or Degree (NQF 6 or 7) in one of the following:            Financial Management Systems; Financial Management; Accounting            Human Resource Management/ Development            Industrial Psychology            Public Management / Administration            Communication            Internal Audit            Taxation            Management            Archives / Records Management            Information Technology            3 or 4-year degree (NQF 8) in Psychology / Social Work</p>
<b>Duties</b>	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.
<b>Knowledge and Skills</b>	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.
<b>Enquiries</b>	Ms. B Mpama, <a href="mailto:Buyiswa.Mpama@westerncape.gov.za">Buyiswa.Mpama@westerncape.gov.za</a> 021 467 2550 (Head Office)/ Mr. A Mtamzeli, <a href="mailto:Asive.Mtamzeli@westerncape.gov.za">Asive.Mtamzeli@westerncape.gov.za</a> 021 829 0417 (Head Office)
<b>Closing Date:</b>	<b>17 January 2025</b>

**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.

**\*CANDIDATES WHO PREVIOUSLY BENEFITED ON THE GRADUATE INTERNSHIP PROGRAMME WILL NOT BE CONSIDERED**

Link:

<https://forms.gle/sUevhKEFWWChK6eYA>



Candidates must UPLOAD the following completed documents:

1. CV
2. Z83 form, obtainable from any government department or click the link below.  
<https://drive.google.com/file/d/1Amodwe1zyU9KxKfY6Y8lwPlgbSUvISeX/view?usp=sharing>
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.
6. Certified copy of Matric Certificate.

**Please note:** Faxes and certified copies older than 6 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 2025, your application was unsuccessful.