

Northern Cape Provincial Government



NCPT

NORTHERN CAPE PROVINCIAL TREASURY

NOORD KAAP PROVINSIALE TESOURIE

LEFAPHA LA MATLOTLO LA KAPA BOKONE

ISEBE LEZEMALI LOMNTLA KOLONI

Metlife Towers Building
Private Bag X5054
KIMBERLEY
8300
Tel: 053 – 830 8200
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Metlife Towers Building
Cnr. Knight & Stead Street
Market Square
KIMBERLEY
8300

2021/2022 INTERNSHIP PROGRAMME

STIPEND: R 6083.70

DURATION: 24 MONTHS

The Northern Cape Provincial Treasury invites interested applications from unemployed graduates who are residents of the Northern Cape Province aged between 18-35 to apply to participate in a 24 month Internship Programme with the opportunity to gain workplace experience in the field of work that they have studied.

Below are areas where the Interns will be required:

Directorate	Field of Study	Number of Interns	Qualification	Location	Reference Number
Corporate Services	Human Resource Management	3	FET N6, NQF Level 6/7 in Human Resource Management/ Industrial Psychology/ Public Management	Kimberley Head office	NCPT/2021/01
	Legal Services & Labour Relations	1	FET N6, NQF Level 6/7 in Labour Relations/Human Resource Management	Kimberley Head office	NCPT/2021/02
	Communications	1	FET N6, NQF Level 6/7 in Communications/ Journalism/ Media Studies	Kimberley Head office	NCPT/2021/03
	Information Technology	1	FET N6, NQF Level 6/7 in Information Technology/ Business Information Systems/ Computer Science	Kimberley Head office	NCPT/2021/04

CFO's office (Financial Management)	Finance and Accounting	4	FET N6, NQF Level 6/7 in Financial Management/Accounting/Public Management/Cost and Management Accounting	Kimberley Head office	NCPT/2021/05
Sustainable Resources	Economic Analysis	1	FET N6, NQF Level 6/7 Major in Economics/Econometrics/Economic Science	Kimberley Head office	NCPT/2021/06
	Finance and Accounting (Fiscal Policy)	3	FET N6, NQF Level 6/7 in Financial Management, Public Finance/Management, IT, Project Management, Office Management	Kimberley Head office	NCPT/2021/07
	Municipal Finance	1	FET N6, NQF Level 6/7 in Office Management, Administration/Secretarial, Management services	ZFM Regional Office(Upington)	NCPT/2021/08
Assets & Liabilities	Provincial Supply Chain Management and Asset Management	2	FET N6, NQF Level 6/7 in Financial Management or Accounting /Public Management	Kimberley Head office	NCPT/2021/09
Financial Governance	Norms and Standards	2	NQF level 7 in Finance & Economic related fields (B.Com/B. Econ/ B-Tech Public Admin/Management)	Kimberley Head office	NCPT/2021/10
Internal Audit	Internal Auditing	5	FET N6, NQF Level 6/7 in Internal Audit or Accounting or Cost & Management or	Kimberley Head office	NCPT/2021/11

			Financial Management		
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Enquiries: Mr. Kenneth Melakeco @ 053-830 8262

PLEASE NOTE: Applications should be submitted on the new employment (Z83) form, which can be downloaded at www.dpsa.gov.za/vacancies or obtained at any government department. A recently updated, comprehensive CV with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The CV must also accompany copies of qualifications (a transcript of results may also be attached), driver's license, identity document and other relevant certificates, such copies **need not be certified** when applying for the Internship. **The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview.** Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Applicants who have not yet received their qualifications must provide academic transcripts or letters confirming that they have completed their studies.

The specific reference number of the post must be quoted, if applying for more than one internship, a separate application for each must be submitted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Failure to sign the Z83 and to submit the required documents will result in the application not being considered.

The Northern Cape Provincial Administration is an equal opportunity, affirmative action employer. It is our intention to reflect the provincial population demographics of race, gender and disability, through the filling of these internship posts, and candidates who will help meet this intention will receive preference. Women and people with disabilities are encouraged to apply.

Interested candidates may forward their applications to the Department quoting the relevant reference number to:

FOR ATTENTION: MS D BARNETT

POST TO: The Human Resource Manager
Northern Cape Provincial Treasury
Private Bag X5054
Kimberley
8300

HAND DELIVER TO: Metlife Towers
Cnr Knight & Stead Street
7th Floor
Kimberley

CLOSING DATE: 8 October 2021

EMAIL APPLICATIONS TO: Ncpt-HR@ncpg.gov.za interested applicants may submit their applications for employment to the email address specified. The email must include a completed and signed new Form Z83, which must be completed in font size of 11 and Arial theme font. Attachments must be in a PDF format and limited to 4 megabytes. Emails that do not comply with the above specifications will be rejected and therefore not reach the Department.