



DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
INTERNSHIP PROGRAMME FOR 2025-27

The Department of Economic Development, Tourism & Environmental Affairs is implementing the Internship Programme as part of its contribution to skills development initiatives as expressed in the NSDS III, NGP, PGDS, NDP Vision 2030 objectives by inviting unemployed graduates to participate in the programme that will provide them with valuable work experience and increase their opportunities towards employment. The program offered is fully-structured and the Department will pay successful interns a monthly stipend/allowance.

Applications are invited from interested applicants in possession of a relevant three (3) year Degree or National Diploma or above from a recognized University or University of Technology, to undertake workplace training that shall run for the period of 24 months in the following fields/areas:

| PROGRAMME | REF NO | NUMBER OF INTERNS | MINIMUM QUALIFICATION | LOCATION |
|--|------------------------|-------------------|---|---|
| PROGRAMME 1- ADMINISTRATION | | | | |
| 1. OFFICE OF THE MEC Office Support | MECOfficeSupport-25.27 | 2 | Degree/ND Public Administration | Ethekwini- Durban |
| 2. OFFICE OF THE HOD Office Support | HODOfficeSupport-25.27 | 1 | Degree/ND Public Admin or Diploma in Management Degree/Diploma in Business Administration/ Management | Head Office |
| Intergovernmental Relations | IGR-25.27 | 1 | Honours in Political Science/International Relations | |
| Risk and Integrity Management | Risk-25.27 | 1 | Degree/Diploma in Risk Management or Internet Audit | |
| Internal Audit | IntAudit-25.27 | 1 | Degree/ND in Internal Auditing or Risk Management | |
| 3. FINANCIAL MANAGEMENT Finance | Finance-25.27 | 2 | ND/Degree in Accounting | Head Office |
| Finance-Budget | FinBudg-25.27 | 2 | ND/Degree in Cost and Management Accounting or Management Accounting | |
| Supply Chain Mgt | SCM-25.27 | 3 | ND/degree in Public Management or any related SCM qualification | |
| Internal Control | Internal-C25.27 | 1 | ND/Degree in Internal Audit or Cost and Management Accounting | |
| 4. CORPORATE SERVICES Human Resource Management | HRM-25.27 | 3 | ND in HRM/ Public Mgt/Public Administration | Head Office |
| Information Technology | IT-25.27 | 1 | ND/Degree in Information Technology; | |
| Telecommunications | TEL-COMM-25.27 | 1 | ND/Degree Electrical Engineering in telecommunication | |
| Legal Services | LEGAL-25.27 | 1 | LLB (Bachelor of Laws) | |
| Communications and Marketing | COM-25.27 | 1 | Diploma NQF Level 6 in Graphic Designing or Visual Communication | |
| Registry | AUX-REG25.27 | 1 | ND/degree Public Management/ Records Mgt | |
| Facilities Management | AUX-FAC-25.27 | 1 | ND/degree in Public Management | |
| Fleet Management | AUX-FLE-25.27 | 1 | ND/degree in Logistic/Public Management | |
| PROGRAMME 2- INTEGRATED ECONOMIC DEVELOPMENT SERVICES | | | | |
| 1. ENTERPRISE DEVELOPMENT Small Business Development | SBD-25.27 | 6 | ND/Degree Economics, Business Admin, Development Studies, Entrepreneurship | Head Office (2) & District Offices: uMzinyathi (1) uThukela (1) uGu (1) eThekweni (1) |
| Co-operatives | Area 1- Co-ops-25.27 | 5 | ND/degree in Commerce/Business Management/Business Administration/Economics/Development Studies | Head Office (1) & District Offices: Umgungundlovu (1) Amajuba (1) Harry Gwala (1) iLembe (1) |
| | Area 2- Co-ops-25.27 | 2 | ND/degree in Commerce/Business Management/Business Administration/Economics/Development Studies | Head Office (1) & District Office: uMkhanyakude (1) |
| 2. ECONOMIC EMPOWERMENT | EconEmp-25.27 | 3 | B.Com Law/LLB, Economics; Development Economics; Development Studies, Finance & Business Adm; Bcom Investment Management/Investment & Banking | Head Office |
| 3. REGIONAL & LOCAL ECONOMIC DEVELOPMENT (RLED) RLED-PSS(Capacity Building) | RLEDPSS-25.27 | 1 | Degree in Industrial Psychology/HRD/Development Studies/Economics or Social Science or equivalent degree. <i>Candidate must have strong research background & good admin skills</i> | Head Office |
| RLED-MTES | RLEDMTES-25.27 | 1 | Degree in Development Studies/Economics or Social Science or equivalent | Head Office |
| 4. BUSINESS REGULATIONS AND CONSUMER PROTECTION Business Regulation | Reg-25.27 | 2 | 3-year qualification in Business Management | Head Office |
| Consumer Protection | Consumer-25.27 | 4 | LLB or any other suitable Legal Qualification | Head Office (1) & District Offices: EThekweni (1) Umkhanyakude (1) King Cetshwayo (1) |
| PROGRAMME 3- TRADE SECTOR AND TOURISM DEVELOPMENT | | | | |
| 1. TOURISM DEVELOPMENT | TOURISM25.27 | 6 | Relevant 3 year qualification in Tourism | Head Office |
| 2. TRADE AND SECTOR DEVELOPMENT SERVICES Strategic Industrial Hubs | SIH-25.27 | 2 | Degree in Economics/Business Mgt/Project Management | Head Office |
| Trade and Investment Promotions | Trade&Inv-25.27 | 1 | Degree/Diploma in Commerce fields such as Economic or International Trade & International Business | |
| Forestry and Furniture | Forestry-25.27 | 1 | ND/Degree in Forestry/Wood Science/Development Studies | |
| Maritime | Maritime-25.27 | 1 | Bcom majoring in Economics and Supply Chain | |
| Creative Economy | Creative-25.27 | 1 | ND/Degree in Arts/Marketing/Public Relations | |
| Office of the DDG | OfficeDir-25.27 | 1 | Degree in Project Management | |
| PROGRAMME 4- ECONOMIC RESEARCH, STRATEGY AND PLANNING | | | | |
| 1. DISTRICT OPERATIONS MANAGEMENT | DistrictOffice-25.27 | 12 | ND/degree in Public Management/ Degree in Bachelor of Law. | District Offices: eThekweni (2) King Cetshwayo (1) iLembe (1) Harry Gwala (1) Zululand (1) uMkhanyakude (1) aMajuba (1) uMzinyathi (1) uGu (1) uThukela (1) uMgungundlovu (1) |
| 2. GOVERNANCE AND STRATEGY MANAGEMENT Monitoring and Evaluation | M&E-25.27 | 2 | Degree Economics; Preferable M&E postgraduate qualification | Head Office |
| Public Entities Oversight | PublicEnt-25.27 | 3 | National Diploma Public Management, National Diploma Public Administration, Bachelors Degree in Accounting/ Financial Management, LLB (Bachelor of Law) | |
| Strategic Planning | Strat-25.27 | 2 | Postgraduate studies in Development Studies policy development or research | |
| 3. POLICY & PLANNING | P&P-25.27 | 2 | Degree in Business Science or Economic Science, BSocSc in Economics; Bachelor of City Regional Planning/Development Studies/Town & Regional Planning | |
| 4. RESEARCH & MODELLING | R&M-25.27 | 3 | Bcom (HONS) Economics | |
| 5. ECONOMIC REVIEWS | EconRev-25.27 | 2 | ND/Degree in Library & Information Management Degree in Knowledge Management or equivalent B Com (Honours) Economics | |
| PROGRAMME 5- ENVIRONMENTAL EMPOWERMENT MANAGEMENT SERVICES | | | | |
| 1. Environmental Management Services | Enviro-25.27 | 29 | Degree in Environmental Management/Environmental Science/Environmental Law/Natural Sciences | Head Office (7) District Offices: Amajuba (2) uMzinyathi (2) uThukela (2) Harry Gwala (2) uGu (2) eThekweni (2) Umgungundlovu (2) King Cetshwayo (2) uMkhanyakude (2) iLembe (2) Zululand (2) |

DIRECTIONS TO APPLICANTS:

- The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments.
- All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment.
- All applications must be submitted on the new Application for Employment form (Z83) which became effective from the 1st of January 2021 obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za/vacancies. The form must be completed in full, and the application form should be initiated, signed and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must be accompanied by an updated detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY.
- Shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Should an applicant have a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- NB: Also attach a signed affidavit stating that you have not benefited from any Government Department (National/Provincial) and or Local Government (Municipalities) Internship Programme Before.
- If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.
- Shortlisted candidates may be required to undergo a competency test.
- Applicants are encouraged to submit their Z83 and CV directly to Head Office and the below District Offices:

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| Ethekwini District Office: The Marine Building 22 Dorothy Nyembe, Street, 8 th Floor, Durban | Tourism Office: Calder House 217 Burger Str, Pietermaritzburg, 3200 | Ugu District Office: Port Shepstone 46 Bisset Street, |
| Harry Gwala District Office: Trigon Place 139a, Margaret Street, Ixopo | iLembe District Office: Greenville Building Corner of Link Road and R102. | Uthukela District Office: 94 Murchison Street, Ladysmith, 3370 |
| Amajuba District Office: 43 Harding Street, Newcastle | uMzinyathi District Office: 26 Beaconsfield Street, Office Entrance 3, Dundee | Zululand District Office: Legislature Building 2 nd Floor, Legislature Building, King Dinuzulu Highway, Ulundi. |
| uMkhanyakude District Office: Mkuze Mzololo Avenue, Mkuze, 3969 | King Cetshwayo District Office: Aloe Loop Avenue, Next To Unisa Building, Veld En Vlei, Richardsbay, 3900 | uMkhanyakude District Office: Mtubatuba Lot 55d Kiepersol Street, Riverview Road, Mtubatuba |

- Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201 in the vacancy box provided for the attention of Ms M. Mngoma/ Ms W Mkhulise.
- Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for the non-collection of those applications.
- The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed.
- Enquiries: Ms Mestie Mngoma: mestie.mngoma@kznedtea.gov.za 081 415 5912 Ms Winno Mkhulise: winno.mkhulise@kznedtea.gov.za 079 251 9525
- CLOSING DATE: 01 NOVEMBER 2024.