



## KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON  
REPUBLIC OF SOUTH AFRICA

Private Bag X454, Pietermaritzburg, 3200  
179 Jabu Ndlovu Street, Pietermaritzburg, 3200  
Tel: 033- 341-9300 Fax: 033- 342-6345

### GRADUATE INTERNSHIP PROGRAMME

1. The Department of Community Safety and Liaison is committed to skills development by providing opportunities for unemployed graduates to gain experience in various skills. The Department invites applicants to join the Internship Programme for a period of 24 months.
2. Successful candidates will be responsible for arranging their own accommodation and transport as well as enter into an internship agreement with the department. The successful incumbent will also be required to assume duty on **1 December 2022 or as advised by the Department** and will be paid a minimum monthly stipend of **R 6 083.70** as outlined in the relevant prescripts.
3. **Requirements: The applicants must meet the following requirements: -**
  - ❖ **Must be a Graduate in one or more of the specific fields listed below,**
  - ❖ **Must be between the ages of 18 to 35 years old,**
  - ❖ **Must have no working experience,**
  - ❖ **Must have never served under any graduate internship programme previously.**
4. **Graduates from the following field of study are invited to apply.**

Qualification	Sub-directorate	Centre	Ref. No	No. of Post
National Diploma Information Technology (Specialising in Web or Software Development) or related fields	Information Technology (IT)	Pietermaritzburg	CSL31/2022	1
<b>DUTIES</b> <ul style="list-style-type: none"><li>• Website content update.</li><li>• Diagnose and fix website bugs and issues.</li><li>• Work and collaborate with the rest of the department's Communications team.</li></ul>		<b>ADDITIONAL REQUIREMENTS</b> Basic knowledge of PHP, MySQL, Java and WordPress (CMS)		

### DIRECTIONS TO CANDIDATES

5. Applicants are **not** required to submit certified copies of their educational qualifications with their applications, but must submit a duly completed Z83 application for employment form and a detailed CV. Faxed or e-mailed applications will not be considered.
6. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. All fields in the amended (i.e., new Z83) form are mandatory and must be completed in full and the form must be initialled on each page and signed at the back for an applicant to be considered for any post. **Should an application be received using the old employment form (Z83), it will not be considered.**



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7. In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by applicants for employment" – (Annexure F). This form must be attached as part of your application for employment. Failure to comply will result in your application being disqualified.
8. This form is also obtainable as follows:  
<http://www.kzncomsafety.gov.za/Portals/0/Documents/circulars/2020/Annexure%20F%20-%20Notice%20iro%20Advertised%20Posts.pdf>
9. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications.
10. Applications that do not comply with the above instruction will be disqualified. Candidates must submit separate applications for each post applied for quoting the applicable reference number.
11. All applications **must be submitted** with the following documentation: -
  - Completed Z83 form (obtainable from government institutions) and a detailed curriculum vitae (CV).
  - A signed affidavit from a commissioner of oaths as proof of unemployment, clearly indicating that you have not benefited from an internship programme.
  - Proof of residence (e.g., electricity bill, retail statements or local councillor affidavit).
12. Applicants must indicate your field of preference and the reference number on the prescribed form Z 83 and completed applications must be forwarded to: -

The Head: Community Safety and Liaison  
Human Resource Sub-Directorate  
Private Bag X 9143  
Pietermaritzburg  
3200  
For attention of **Ms S.S Ngcobo**
13. Applications may also be hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
14. Closing date for applications is – **07 October 2022**
15. No late, faxed or e-mailed applications will be considered. Due to the anticipated volume of applications, communication will be limited to the successful candidates and if you have not been contacted within three months of closing date, consider your application to be unsuccessful. Graduates from all race groups and people with disabilities are encouraged to apply.

  
Mr. C.S Ngcobo  
Director: Corporate Services

20/09/2022  
Date

## ANNEXURE F - NOTICE FOR POST ADVERTISEMENTS

### **PROTECTION OF PERSONAL INFORMATION ACT, 2013 NOTICE & DECLARATION BY APPLICANTS FOR EMPLOYMENT**

*I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that -*

- i. the supply of this information is mandatory to process my application for employment and to comply with the laws regulating employment matters in the Public Service.*
- ii. failure to supply this information will result in disqualification.*
- iii. any false information provided will result in criminal action being taken that may result in my prosecution.*

*The personal information collected through the application may be shared with and processed by –*

- 1. the employees of the Department for purposes of administering the recruitment and selection process.*
- 2. employees of other Departments and entities serving on selection / interview panels;*
- 3. Law enforcement agencies for purposes of criminal record checks;*
- 4. Third parties contracted by the Department to undertake any vetting process in relation to the application; and*
- 5. any other Organs of State for purposes of performing their public functions or their agents.*

*I acknowledge that any personal information shall be retained for 3 years before being destroyed. I accept that the processing of the personal information shall be in accordance with the Protection of Personal Information Act, 2013 and shall be for any one or more of the following purposes:*

- a) processing necessary to manage my application for employment within the Public Service in accordance with the laws applicable to the Public Service;*
- b) processing in pursuance of an obligation imposed by law on the Public Service;*
- c) processing in order to protect a legitimate interest of mine;*
- d) processing necessary for the proper performance of a public law duty of the Public Service;*  
*or*
- e) processing necessary for pursuing the legitimate interests of the Public Service or of a third party to whom the information is supplied.*

*I hereby consent to the processing of personal information in accordance with the Protection of Personal Information Act, 2013 and I acknowledge that I have the right to –*

- i. access and rectify the information collected;*
- ii. object to the processing of personal information to protect a legitimate interest or processing that is necessary for the proper performance of a public law duty by a public body, on reasonable grounds relating to my situation, unless legislation provides for such processing; and*
- iii. lodge a complaint with the Information Regulator ([complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)).*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**