



## 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. Graduates from all districts who meet requirements that are stated below may apply. 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 fields of study are invited to apply.**

Qualification	Sub-directorate	Centre	Ref. No	No. of Posts
Social Sciences Degree (in the field of Criminology or with Criminology as one of the major subjects)	uMkhanyakude District	uMkhanyakude	CSL12/2022	1
	Amajuba District	Amajuba	CSL13/2022	1
	uThukela District	uThukela	CSL14/2022	1
	Harry Gwala District	Harry Gwala	CSL15/2022	1
	uGu District	uGu	CSL16/2022	1
	uMzinyathi District	uMzinyathi	CSL17/2022	1
	iLembe District	iLembe	CSL18/2022	1
	uMgungundlovu	Pietermaritzburg	CSL19/2022	1
	Durban West	Pinetown	CSL20/2022	1
	Durban North	Durban	CSL21/2022	1
Bachelor's degree / diploma or equivalent in Human Resource Management	Human Resource Administration	Pietermaritzburg	CSL22/2022	1



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Qualification	Sub-directorate	Centre	Ref. No	No. of Posts
Bachelor's degree / diploma or equivalent specializing in Public Management / or related fields	Fleet Management Services	Pietermaritzburg	CSL23/2022	1
Bachelor's degree / diploma or equivalent in Commerce / Finance specializing in one of the following fields: Supply Chain Management, or related fields	Supply Chain Management	Pietermaritzburg	CSL24/2022	2
Bachelor's degree / diploma or equivalent in Commerce / Finance specializing in one of the following fields: Budgeting, Accounting, and related fields	Financial Planning, Budgeting and Accounting Services	Pietermaritzburg	CSL25/2022	2
Bachelor's degree / diploma or equivalent in Journalism, Public Relations or Graphic Design	Communications	Pietermaritzburg	CSL26/2022	3
Bachelor's degree / diploma or equivalent in Information Technology or related fields	Information Technology	Pietermaritzburg	CSL27/2022	3
Bachelor's degree / diploma or equivalent specializing in one or more of the following fields: Public / Office Management or related or Strategic Management, or related fields	Office of the Head of Department	Pietermaritzburg	CSL28/2022	2



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Qualification	Sub-directorate	Centre	Ref. No	No. of Posts
LLB degree or equivalent	Legal Administration Services	Pietermaritzburg	CSL29/2022	1

### 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.**

7. When applying for posts in the districts, applicants are requested to only apply for posts in the district in which they reside, except for posts in head office (Pietermaritzburg).
8. **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.**

9. **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>

10. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications.
11. 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.
12. 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).



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13. 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**

14. Applications may also be hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.
15. Closing date for applications is – **07 October 2022**
16. 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

19/09/2022  
Date