



## 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

- 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.
- 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 June 2023** and will be paid a minimum monthly stipend of R 6 083.70 as outlined in the relevant prescripts.
- 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.
- Graduates from the following fields of study are invited to apply.

Qualification	Sub-directorate	Centre	Ref. No	No. of Posts
Social Sciences Degree (Preferably with Criminology as Major Subjects)	uMkhanyakude District	uMkhanyakude	CSL07/2023	1
	Amajuba District	Amajuba	CSL08/2023	1
	uThukela District	uThukela	CSL09/2023	1
	Harry Gwala District	Harry Gwala	CSL10/2023	1
	uGu District	uGu	CSL11/2023	1
	uMzinyathi District	uMzinyathi	CSL12/2023	1
	uMgungundlovu	Pietermaritzburg	CSL13/2023	1
	Durban West	Pinetown	CSL14/2023	1
	Durban North	Durban	CSL15/2023	1
Bachelor's degree / diploma or equivalent in Human Resource Management	Human Resource Administration	Pietermaritzburg	CSL16/2023	1
Bachelor's degree / diploma or equivalent specializing in Public Management /	Fleet Management Services	Pietermaritzburg	CSL17/2023	1
	Durban North District	Durban	CSL18/2023	1
	uThukela District	Dundee	CSL19/2023	1



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Office Management or related fields	Ilembe District	Stanger	CSL20/2023	1
	Zululand	Ulundi	CSL21/2023	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	CSL22/2023	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	CSL23/2023	2
Bachelor's degree / diploma or equivalent in Journalism, Public Relations or Graphic Design	Communications	Pietermaritzburg	CSL24/2023	2
Bachelor's degree / diploma or equivalent in Information Technology, Website Development / maintenance or related fields	Information Technology Sub-directorate	Pietermaritzburg	CSL25/2023	2
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	CSL26/2023	1
LLB degree or equivalent	Legal Administration Services	Pietermaritzburg	CSL27/2023	1



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### 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). All personal data on applications will be dealt with in term of the provisions of the Protection of Personal Information Act of 2013 (POPIA). Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications.
8. Candidates must not send their applications through registered mail as the Department will not take responsibility for non-collection of these applications.
9. 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.
10. 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).
11. 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
12. Applications may also be hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg. 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. **This is a re-advertising of all Internship posts that were advertised on 19 September 2022. Applicants who applied previously are advised to re-apply as previous applications will not be considered.**
13. Closing date for applications is – 28 April 2023.

  
MR. C.S. NGCOBO  
DIRECTOR: CORPORATE SERVICES

03/04/2023  
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