



PROVINCIAL TREASURY

Ref. No. : S 473/1/1/2  
Enq : Conny Kgadima

TO ALL HEADS OF PROVINCIAL/NATIONAL DEPARTMENTS AND STAFF MEMBERS

HRM CIRCULAR NO. 37 OF 2021

**ADVERTISEMENT OF THIRTY-FOUR (34) GRADUATE INTERNSHIP OPPORTUNITIES AT THE LIMPOPO PROVINCIAL TREASURY FOR FINANCIAL YEAR 2022/2023**

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1. Limpopo Provincial Treasury invites unemployed South African youth (Graduates requiring workplace experience), who have never participated in any Public Service Graduate Internship programme in any government department to apply for internship opportunities that exist in the Department, as listed in the attached Annexure "A".
  - Applicants should be unemployed South African citizens and residents of Limpopo, aged between 18-35.
  - Applicants should not have participated on internship programme in the Public Service before.
2. Successful Interns will be appointed for a period of Twenty-Four (24) months commencing on 1<sup>st</sup> April 2022 to 30<sup>th</sup> March 2024.
3. Interns will receive a monthly stipend as determined by the Department of Public Service Administration, currently R73 004. 40 per annum.
4. All applications should be submitted on the prescribed New 2021 Z83 form (obtainable from any Public Service Department) or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za). The form must be fully completed to avoid disqualification of the application during the shortlisting process.
5. The new Z83 form must be completed in full, and be accompanied with copies of qualifications, identity document and any other relevant documents. Such copies **need not be certified when applying**. Certified copies will be requested by the Department from shortlisted candidates on or before the day of the interview following communication from the Department's Human Resources unit.
6. The specific reference number of a post applied for must be clearly quoted on the space provided on the New Z83 Form.

7. The closing date for submission of applications is **Friday 17<sup>th</sup> December 2021 @ 16H00**. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
8. **All Applications should be submitted either by post, hand delivery or email to:**  
**BY POST to**  
Director: Human Resource Management  
Private Bag X 9486  
**POLOKWANE,**  
0700
- OR**  
**HAND DELIVERED to:**  
Ismini Towers Building, Office No. GOO2 (Ground Floor) Registry,  
46 Hans van Ransburg Street  
**POLOKWANE,**  
0700
- OR**  
**EMAILED to**  
**The dedicated email address for each posts as provided in Annexure A**
9. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** attach copies of certificates of evaluation by the SAQA.
10. Successful incumbents will be expected to sign employment agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations.
11. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks and successful candidates may be subjected to security vetting.
12. Applicants who have not yet received their qualifications must provide academic transcripts or letters confirming that they have completed their studies.

13. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
14. The Department reserves the right not to make any appointment to the Internship Opportunities advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.
15. All General enquiries should be directed to Mesdames, Kotze Elizba, Kgadima Conny and Moremi Hilda @ (015) 298 7000.

**Note:** The contents of this Circular will also be posted on the following websites [www.limtreasury.gov.za](http://www.limtreasury.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) / and [www.dpsa.gov.za](http://www.dpsa.gov.za)

*The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Suitable women and persons with disabilities remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998.*



  
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MR. G. PRATT CA (SA)  
HEAD OF THE DEPARTMENT

26 November 2021  
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DATE

**ANNEXURE "A"****THIRTY-FOUR (34) OPPORTUNITIES FOR GRADUATE INTERNSHIP  
PROGRAMME 2022/2023**

| <b>Field/Area of learning &amp; exposure</b>   | <b>Ref. No.</b> | <b>Number of posts</b> | <b>Minimum requirements:<br/>Degree/ National Diploma (NQF Level 6) in:-</b>                                                                                      | <b>Dedicated Email addresses for each post</b> |
|------------------------------------------------|-----------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Supply Chain Management (Departmental)         | LPT/INT/01      | 2                      | Supply Chain Management/Logistics/ Financial Management/Operations Management                                                                                     | LPTINT01@treasury.limpopo.gov.za               |
| Financial System Implementation                | LPT/INT/02      | 1                      | Business Analysis/ Financial Information Systems                                                                                                                  | LPTINT02@treasury.limpopo.gov.za               |
| Systems Administration                         | LPT/INT/03      | 2                      | Information Technology/ Financial Information Systems                                                                                                             | LPTINT03@treasury.limpopo.gov.za               |
| Governance, Monitoring and Compliance          | LPT/INT/04      | 1                      | Internal Auditing                                                                                                                                                 | LPTINT04@treasury.limpopo.gov.za               |
| Information and Communication Technology (ICT) | LPT/INT/05      | 2                      | Computer Science/Information Technology                                                                                                                           | LPTINT05@treasury.limpopo.gov.za               |
| Transversal Risk Management                    | LPT/INT/06      | 2                      | Risk Management/Internal Auditing                                                                                                                                 | LPTINT06@treasury.limpopo.gov.za               |
| Financial Management and Capacity Building     | LPT/INT/07      | 1                      | Financial Information Systems/Financial Management                                                                                                                | LPTINT07@treasury.limpopo.gov.za               |
|                                                | LPT/INT/08      | 1                      | Training and Development                                                                                                                                          | LPTINT08@treasury.limpopo.gov.za               |
| Transformation Services                        | LPT/INT/09      | 1                      | Social Work/Psychology.<br>Honors Degree in Psychology will be an added advantage.<br><br>Registered with the statutory professional bodies, i.e. SACSSP or HPCSA | LPTINT09@treasury.limpopo.gov.za               |

| Field/Area of learning & exposure        | Ref. No.   | Number of posts | Minimum requirements: Degree/ National Diploma (NQF Level 6) in:-                                            | Dedicated Email addresses for each post |
|------------------------------------------|------------|-----------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Human Resource Management/Development    | LPT/INT/10 | 2               | Human Resource Management/Human Resource Development                                                         | LPTINT10@treasury.limpopo.gov.za        |
| Banking, Cash and Liabilities Management | LPT/INT/11 | 4               | Accounting/Financial Accounting/Banking                                                                      | LPTINT11@treasury.limpopo.gov.za        |
| Municipal Finance                        | LPT/INT/12 | 5               | Accounting/Internal Auditing/Cost & Management Accounting/Risk Management/Supply Chain/Operations Management | LPTINT12@treasury.limpopo.gov.za        |
| Records & Auxiliary Services             | LPT/INT/13 | 1               | Administration                                                                                               | LPTINT13@treasury.limpopo.gov.za        |
| Transversal Contract Management          | LPT/INT/14 | 2               | Supply Chain Management/Logistics/ Public Management & Administration                                        | LPTINT14@treasury.limpopo.gov.za        |
| Financial Accounting                     | LPT/INT/15 | 1               | Accounting/Finance & Accounting                                                                              | LPTINT15@treasury.limpopo.gov.za        |
| Internal Audit                           | LPT/INT/16 | 5               | Internal Audit/Accounting                                                                                    | LPTINT16@treasury.limpopo.gov.za        |
| Internal Audit                           | LPT/INT/17 | 1               | Public Management & Administration                                                                           | LPTINT17@treasury.limpopo.gov.za        |

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