

# SA Post Office Graduate Programme 10 Positions

SA Post Office Graduate Programme 10 Positions

**Closing Date: 29 October 2018**

**Location: Pretoria**

Shape your future Information Technology Graduate Programme 10 Positions – 12 to 18 months POSITIONS BASED AT THE NATIONAL POST OFFICE CENTRE IN PRETORIA

Postbank is offering the opportunity to unemployed IT graduates who are willing to grow their career and gain excellent skills and knowledge in the IT industry and at the same time be part of a team that is shaping the future of financial inclusion. We are looking for socially driven individuals who live the spirit of entrepreneurship, and are innovative and technology savvy. The graduates must be resilient and have a strong work ethic and must be high performers and self-motivated.

**Graduates will have the opportunity to be exposed in the following areas:**

- Enterprise Architecture and solutions design.
- IT Infrastructure Engineering and Support.
- Application development and support.
- Software and Hardware testing, Windows Specialist on software and active directory.
- Database Administration and Infrastructure storage.
- Information Security.
- System Integration and Middleware.

**Minimum Requirements:**

- Completed or must be in the final year of a 3 year recognised Degree / Diploma in Information Technology.
- Relevant IT Certification will be an added advantage.
- Persons must be South African Citizens seeking workplace experience.
- Must currently be unemployed.
- Must be residing within the area for which they are applying for or willing to relocate temporarily at own expense.
- Must be

willing to render excellent service to the unit. • Must be willing to travel. • Must be willing to undergo an assessment/interview. • Must have a clear credit (ITC), qualification and criminal record.

**Successful Applicants:** • Will be paid a monthly allowance/stipend as determined by the company. • Will sign a 12–18 months on-the-job training contract. • Will not be guaranteed permanent positions after completion of the training. • Will not be entitled to company benefits apart from the monthly allowance. • Will have a formal development plan.

**Applications:** NB : All applications to be accompanied by a: • Comprehensive CV. • Certified copies of qualifications. • Statement of results and. • ID Copy and contact number.

The South African Post Office is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability.

## How To Apply

If you wish to view vacancies, log on to [www.postoffice.co.za](http://www.postoffice.co.za) and Click on Careers or Email your CV to: [Postbank.Careers@postoffice.co.za](mailto:Postbank.Careers@postoffice.co.za)

Enquiries regarding the programme can be directed to: [Postbank.Careers@postoffice.co.za](mailto:Postbank.Careers@postoffice.co.za) or call: 012 407 6819 or 012 407 7639

Correspondence will be limited to short-listed candidates only. If you do not hear from the South African Post Office or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Post Office Limited reserves the right not to fill this position or to re-advertise the positions at any time.

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# Dept of Justice Internship Graduates Programme R4000 Per Month

Dept of Justice Internship Graduates Programme R4000 Per Month

**CLOSING DATE: 29 October 2018**

**SALARY: Stipend R4000 per month**

**The Department of Justice and Constitutional Development (DOJ & CD) is offering internship opportunities to provide South African matriculants and graduates with the opportunity to gain workplace experience in the field that they have studied. The DOJ&CD is an equal opportunity, affirmative action employer. Candidates with disability are encouraged to apply. Applicants must clearly state the area of choice (Region) and Reference number.**

## **Requirements:**

Applicants that wish to apply for TVET Experiential Learning and Internship must have the above mentioned qualifications. Applications must be submitted on a [Z83 form](#), obtainable from any Public Service Department, stating the field in which the Interns is applying for, a CV together with certified copies of qualifications as well as Identity document. Failure to submit the required documents will result in the application not being considered.

A pre-employment security screening will be conducted on RSA citizenship, criminal record, credit record and verification of qualification. The outcome of this screening will be

considered to determine suitability for employment.

### **Who should apply?**

Unemployed South African matriculates and graduates, with a tertiary qualification in one of the above mentioned fields of study, who has not been previously employed under any internship programme.

**Direct your application to the area of choice at postal addresses indicated below:**

<b>National Office, Pretoria</b>
<b>ISM TVET Ref No: ISM1 / TVETREQUIREMENTS: TVET N6</b> Certificate in Information Technology
<b>PEC TVET Ref No: PEC1 / TVETREQUIREMENTS: TVET N6</b> Certificate in Communication Studies, Public Relations and Journalism
<b>Human Resources TVET Ref No: HR1 / TVETREQUIREMENTS: TVET N6</b> Certificate in Human Resource management
<b>Finance TVET Ref No: FIN1 / TVETREQUIREMENTS: TVET N6</b> Certificate in Financial Management and Finance Economics and Accounting
<b>Administration TVET Ref No: ADM1 / TVETREQUIREMENTS: TVET N6</b> Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration

**CANDIDATE ATTORNEY (STATE ATTORNEY'S OFFICE) SALARY:** Stipend R5000 (Degree) R7000 (Master) per month  
REF NO: CA 1 / No x2: Bloemfontein  
REF NO: CA 2 / No x3: Cape Town  
REF NO: CA 3 / No x3: Durban  
REF NO: CA 4 / No x2: Mahikeng  
REF NO: CA 5 / No x3: Mthatha  
REF NO: CA 6 / No x3: East London  
REF NO: CA 7 / No x2: Port Elizabeth  
REF NO: CA 8 / No x3: Johannesburg  
REF NO: CA 9 / No x6: Pretoria  
REF NO: CA 10 / No x2: Polokwane  
REF NO: CA 11 / No [x1]: Thohoyandou  
REQUIREMENTS: LLB

**Limpopo**

**Human Resources TVET REQUIREMENTS:** TVET N6 Certificate in Human Resource management  
REF NO: HR1 / No [x1]: Nebo  
REF NO: HR 2 / No [x1]: Groblersdal  
REF NO: HR 3 / No [x1]: Moutse

**Finance TVET REQUIREMENTS:** TVET N6 Certificate in Financial Management and Finance Economics and Accounting  
REF NO: FIN1 / No [x1]: Vuwani  
REF NO: FIN2 / No [x1]: Sekgosese  
REF NO: FIN3 / No [x1]: Sikhukhune  
REF NO: FIN4 / No [x1]: Praktiseer  
REF NO: FIN5 / No [x1]: Giyane  
REF NO: FIN6 / No [x1]: Daznani  
REF NO: FIN7 / No x 1: Bela-bela  
REF NO: FIN8 / No [x1]: Northam

**TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration**

**REQUIREMENTS:** Administration TVET  
REF NO: ADM1 / No [x1]: Hlanganani  
REFNO: ADM2 / No [x1]: Malamulele  
REF NO: ADN3 / No [x1]: Bolobedu  
REF NO: ADN4 / No [x1]: Tshitale  
REF NO: ADM5 / No [x1]: Tiyani  
REF NO: ADM6 / No [x1]: Nebo  
REF NO: ADM7 / No [x1]: Thabamoope  
REF NO: ADM8 / No [x1]: Groblersdal  
REF NO: ADM9 / No [x1]: Moutse  
REF NO: ADM10 / No [x1]: Thohoyandou  
REF NO: ADM11 / No [x1]: Louis Trichardt  
REF NO: ADM12 / No [x1]: Musina  
REF NO: ADM13 / No [x1]: Mutale  
REF NO: ADM14 / No [x1]: Tshilwavhusiku  
REF NO: ADM15 / No [x1]: Ellisras  
REF NO: ADM16 / No [x1]: Phalala  
REF NO: ADM17 / No [x1]: Thabazimbi  
REF NO: ADM18 / No [x1]: Mookgopong  
REF NO: ADM19 / No [x1]: Modimolle  
REF NO: ADM20 / No [x1]: Namakgale  
REF NO: ADM21 / No [x1]: Phalaborwa  
REF NO: ADM22 / No [x1]: Bochum  
REF NO: ADM23 / No [x1]: Mokerong

**Mpumalanga**

**Human Resources TVET Ref No: HR3 / TVET / No x4****REQUIREMENTS:**  
TVET N6 Certificate in Human Resource management

**Finance TVET Ref No: FIN13 / TVET / No x4****REQUIREMENTS:** TVET  
N6 Certificate in Financial Management and Finance Economics  
and Accounting

**Administration TVETREQUIREMENTS:** TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration

REF NO: ADM1 / No x6: Regional Head

REF NO: ADM2 / No x2: Mbombela

REF NO: ADM3 / No x2: Eerstehoek

REF NO: ADM4 / No x2: Nsikazi

REF NO: ADM5 / No x2: Middleburg

REF NO: ADM6 / No x2: Witbank

REF NO: ADM7 / No x2: Barberton

REF NO: ADM8 / No x2: Mdutjana

REF NO: ADM9 / No x2: Evander

### **Gauteng**

**Human Resources TVET Ref No: HR4 / TVETREQUIREMENTS:** TVET N6 Certificate in Human Resource management

**Finance TVET Ref No: FIN4 / TVETREQUIREMENTS:** TVET N6 Certificate in Financial Management and Finance Economics and Accounting

**Administration TVET Ref No: ADM4 / TVETREQUIREMENTS:** TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration

### **North West**

**Human Resources TVET Ref No: HR5 / TVETREQUIREMENTS:** TVET N6 Certificate in Human Resource management

**Finance TVET Ref No: FIN5 / TVETREQUIREMENTS:** TVET N6 Certificate in Financial Management and Finance Economics and Accounting

**Administration TVET Ref No: ADM5 / TVETREQUIREMENTS:** TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration

### **Free State**

**Human Resources TVET Ref No: HR6 / TVET / No x6**REQUIREMENTS:  
TVET N6 Certificate in Human Resource management

**Finance TVET Ref No: FIN6 / TVET / No x6**REQUIREMENTS: TVET N6  
Certificate in Financial Management and Finance Economics and  
Accounting

**Administration TVET**REQUIREMENTS: TVET N6 Certificate in  
Management assistant, Public Management, Public  
Administration, Business Management and Office Administration  
REF NO: ADM1 / No x3: Regional Head  
REF NO: ADM3 / No x3: Bloemfontein  
REF NO: ADM4 / No x2: Thaba Nchu  
REF NO: ADM4 / No x3: Bethlehem  
REF NO: ADM5 / No x3: Welcom  
REF NO: ADM6 / No x2: Phuthaditjhaba  
REF NO: ADM7 / No x2: Kroonstad

### **Northern Cape**

**Human Resources TVET Ref No: HR7 / TVET / No x3**REQUIREMENTS:  
TVET N6 Certificate in Human Resource management

**Finance TVET Ref No: FIN7 / TVET / No x2**REQUIREMENTS: TVET  
N6 Certificate in Financial Management and Finance Economics  
and Accounting

**Administration TVETREQUIREMENTS:** TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration

REF NO: ADM1 / No x3: Regional Head

REF NO: ADM2 / No [x1]: Warrenton

REF NO: ADM3 / No [x1]: Gakeshewe

REF NO: ADM4 / No x2: Kimberley

REF NO: ADM5 / No [x1]: Kathu

REF NO: ADM6 / No [x1]: Olifantshoek

REF NO: ADM7 / No [x1]: Kudumane

REF NO: ADM8 / No [x1]: Kurumane

REF NO: ADM9 / No [x1]: Kakamas

REF NO: ADM10 / No [x1]: Springbok

REF NO: ADM11 / No [x1]: Jan Kempdorp

REF NO: ADM12 / No [x1]: Hopetown

REF NO: ADM13 / No [x1]: Calvinia

REF NO: ADM14 / No [x1]: Prieska

REF NO: ADM15 / No [x1]: Hartswater

REF NO: ADM16 / No [x1]: Pampierstard

REF NO: ADM17 / No [x1]: Carnarvon / Williston / Stutherland

### **Western Cape**

**Human Resources TVET Ref No: HR8 / TVETREQUIREMENTS:** TVET N6 Certificate in Human Resource management

**Finance TVET Ref No: FIN8 / TVETREQUIREMENTS:** TVET N6 Certificate in Financial Management and Finance Economics and Accounting

**Administration TVET Ref No: ADM8 / TVETREQUIREMENTS:** TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration

### **Eastern Cape**

**Human Resources TVET Ref No: HR9 / TVETREQUIREMENTS:** TVET N6 Certificate in Human Resource management

**Finance TVET Ref No: FIN9 / TVETREQUIREMENTS:** TVET N6 Certificate in Financial Management and Finance Economics and Accounting

**Administration TVET Ref No: ADM9 / TVETREQUIREMENTS:** TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration

**Human Resources TVET Ref No: HR10 / TVETREQUIREMENTS:** TVET N6 Certificate in Human Resource management

### **KwaZulu Natal**

**Finance TVET Ref No: FIN10 / TVETREQUIREMENTS:** TVET N6 Certificate in Financial Management and Finance Economics and Accounting

**Administration TVET Ref No: ADM10 / TVETREQUIREMENTS:** TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration

## **How To Apply**

**NATIONAL OFFICE:** The Director-General: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. Ms. Samantha Fisher (012 315 4843) / Mr. Tokelo Moja (012) 315 4847

**GAUTENG:** The Regional Head, Private Bag X6, Johannesburg, 2000. OR Physical address: 7th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Schreiner Chambers, Corner Pritchard and Kruis Street. For enquiries: Mr. S. Mthombeni (011) 332 9013

**MPUMALANGA:** The Regional Head, Private Bag [x1]1249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit.

For enquiries:

Ms. Bongzi Masilela (013) 753 9370

**KWAZULU-NATAL:** The Regional Head, Private Bag X54372, DURBAN, 4000 or Physical Address: Recruitment, First Floor, 2 Devonshire Place, Durban. For enquiries: Ms. Y. de Bruin / Mr. M. Zulu (031) 372 3079 / 3077

**NORTHERN CAPE:** The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. For enquiries: Ms. Lebogang Swartz (053) 8021317

**FREE STATE:** The Regional Head, Private Bag X20578, Bloemfontein, 9300 or Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300. For enquiries: Ms. Dikeledi Letsela (051) 407 1855

**LIMPOPO:** The Regional Head, Department of Justice & Constitutional Development, Private Bag x 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700. For enquiries: Mr. Sepolonko Nkoana / Fonzani Mundzanani (015) 287 2053 / 2024

**NORTH WEST:** The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver at 22 Molopo Road, Ayob Gardens, Mafikeng. Ms. Gomolemo Tshegetso (018) 397 7070

**WESTERN CAPE:** The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 OR Physical address: Mezzanine floor Plein Park Building, Plein Street, Cape Town. For enquiries: Mr. N. Luddy (021) 462 5471

**EASTERN CAPE:** The Regional Head, Private Bag X9065, East London, 5200 OR Physical address 3 Phillip Frame Road, East London. For enquiries: Mr. P. Hattingh (043) 721 2212 / (043) 702 7128

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# Anglo American HR Graduate Development Programme

Anglo American HR Graduate Development Programme

**Closing Date: 12 October 2018**

We invite all highly motivated and driven graduates to apply for this exciting opportunity to join the HR Graduate Development Programme. Successful candidates will have an opportunity to be based at various of the local Operations and will gain exposure in the HR Discipline for a period of 24 months.

## **Required Qualification, knowledge and skills:**

- An under-graduate degree / honours degree in amongst others, the following fields: – Economics / Finance / Statistics / Data Analysis / IT / Natural Sciences / Human Resources Management
- Valid drivers licence code 08
- Proficiency in reading , writing and speaking English
- Computer literate including MS Office

## **Physical Requirements**

- Certificate of fitness

## **Additional Information:**

- Anglo American Platinum shall apply the Employment Equity principles as set out in Anglo Platinum's Employment Equity Policy.
- Incomplete CV's and /or applications will not be considered.

- Application will not be considered without a valid copy of the qualification and/or the license required for this role.

## How To Apply

[Apply Online for the Anglo American Platinum Graduate / Internship Programme](#)

If you do not hear from the Company within 21 days after the closing of the advert, please consider your application to be unsuccessful.

[Find related positions here](#)

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# SA Weather Service Learnerships Internships Programmes

SA Weather Service Learnerships Internships Programmes

**Closing Date: 26 October 2018**

The South African Weather Service is offering the following Internships and Learnerships for 2019:

- Forecasting Internships
- National Certificate: Weather Observations Learnerships

**FORECASTING INTERNSHIP (REF: WS 12 / 10 /201 8), is offering Internships for study**

The South African Weather Service invites graduates who are in possession of an honours degree in Meteorology or A

atmospheric sciences with at least mathematics on second year university level and physical sciences on first year university level to apply for a one – year training internship in forecasting at the head office of the South African Weather Service in Pretoria. This course will start in February 2019. The forecasting offices where forecasters possibly can be appointed are: Pretoria, OR Tambo International Airport, Bloemfontein, Durban, Port Elizabeth, and Cape Town. The following must accompany the application:

- A certified copy of Matric results
  - A certified copy of the full academic record to prove the subject choice at the university where applicable
  - A certified copy of SA identity document
  - A CV
  - Motivation Letter
  - A certified copy of the different degrees
- The following will serve as recommendations:
- Good interpersonal relations
  - A basic level of computer literacy

#### **NATIONAL CERTIFICATE: WEATHER OBSERVATIONS**

**Bloemfontein [x2] (REF.WS0 1 /10/2018),**

**Irene [x1] (REF.WS02 /10/2018),**

**Nelspruit [x1] (REF.WS03/10/2018),**

**Mthatha [x1] (REF. WS0 4/ 10/ 2018), is offering Learnerships for study**

Candidates with a Grade 12 (Matric) certificate with 50% ( D symbol) or higher for Mathematics (not mathematics literacy), 50% or higher for Physical Science and 50% or higher in English are invited to apply for learnership to undergo ten (10) months observation training at the SA Weather Service Regional Training Centre in Pretoria, commencing February 2019. Candidates will receive training in all aspects of

weather observation as per the National Certificate in Weather Observation. (SAQA QUAL ID no 58995) After completion of training, successful candidates may be appointed at regional offices where shift work will necessitate having a valid driver's license. It will thus be expected of the learnership holders to obtain a driver license within the training year, at own cost. Good interpersonal relations and computer literacy will serve as additional recommendations. The South African Weather Service is an equal opportunity employer. It is the intention of the Weather Service to promote representivity through the filling of these positions. This is an open advertisement, but candidature of individuals from the previously disadvantaged communities and females will receive preference. For any enquiries regarding the content of the training,

## **How To Apply**

[Download Application Form](#)

Forward the application to: The CEO, the South African Weather Service, Private Bag X097, Pretoria 0001, for the attention of Ms. C. Rae. Correspondence will be limited to short listed candidates only. If you have not been contacted within a month of the closing date of the advertisement, please consider your application to be unsuccessful.

NB. For interview purposes applicants should please quote the specific reference mentioned for each of the different adverts.

Enquiries should be directed to Ms. C Rae at Tel (012 ) 367 – 6019 or by email to [colleen.rae@weathersa.co.za](mailto:colleen.rae@weathersa.co.za)

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# M&E Internships JET

## M&E Internships JET

JET has a vacancy for an M&E Intern in our Monitoring and Evaluation Division in our Cape Town office

Jet Education Services is seeking to appoint an M&E Intern to support the Monitoring and Evaluation Division in delivering high quality M&E work which supports an evidence-based approach to education policy and planning and which sets high quality standards for the education sector.

The intern will be appointed on a fixed-term contract that will run for one year and be subject to renewal.

### **Knowledge, skills and attributes required:**

- Bachelor's Qualification (Social Science or similar) or a post-graduate qualification in M&E.
- Knowledge/understanding of research and M&E principles, practices and how they relate to education.
- Attention to detail.
- Time management skills.
- An interest in and passion for research, M&E and education issues.
- Excellent reading, writing and communication skills.
- Confidentiality – The intern will work with sensitive information which must be treated as confidential.

Applicants should preferably be in possession of a driver's licence.

ET is seeking to appoint an M&E Intern to support the Monitoring and Evaluation Division in delivering high quality M&E work which supports an evidence-based approach to

education policy and planning and which sets high quality standards for the education sector

**Responsibilities of the position:**

- Assist the M&E Executive and Specialist Managers and M&E project officer in preparing for project inception – attend inception meetings and develop work plans
- Assists with project planning and preparation to facilitate a smooth implementation of project activities
- Maintain an understanding of projects and plans in line with budgets
- Keep project managers updated on a regular basis as required
- Assist with presenting research findings
- Contribute to the development of proposals for new projects
- Collect primary data for projects as required

[CLICK HERE TO APPLICATION ONLINE FORM](#)

[CLICK HERE TO VIEW AND APPLY ONLINE](#)