

## **INTERNSHIP PROGRAMME 2021/2022**

### **INVITATION TO PARTICIPATE IN THE INTERNSHIP PROGRAMME OF THE INDEPENDENT DEVELOPMENT TRUST**

The IDT is inviting applications from unemployed graduates who seek to acquire meaningful work experience in the various fields as identified below and are interested in joining the Independent Development Trust as a potential employer. This is not permanent employment but an opportunity for unemployed graduates to acquire relevant experience.

**REQUIREMENTS: Applicants must be in possession of a National Diploma/Degree in any of the following fields:**

<b>Business Unit (Pretoria)</b>	<b>Area</b>	<b>Qualifications</b>	<b>Number</b>
<b>Human Resource Management and Development</b>	<b>Human Resource Management and Development</b>	<b>National Diploma: Human Resources or B:Tech/ B: Com Human resources</b>	<b>6</b>
<b>Finance</b>	<b>Finance and Project Accounting</b>	<b>National Diploma: Public Finance, Accounting, Auditing or B:Tech/B: Com Finance, Accounting, Auditing</b>	<b>20</b>
<b>Supply Chain/ Procurement</b>	<b>Supply Chain Management</b>	<b>National Diploma : Supply Chain Management/Procurement or B: Degree in Public Finance</b>	<b>5</b>
<b>Office of the CEO</b>	<b>Office Administration</b>	<b>National Diploma : Public Admin or Bachelor Degree in Admin/B.Com General</b>	<b>3</b>
<b>Records Management</b>	<b>Records Management</b>	<b>National Diploma: Records Management</b>	<b>2</b>
<b>Admin and Facilities</b>	<b>Facilities Management</b>	<b>National Diploma: Environmental &amp; Occupational Health Studies</b>	<b>1</b>
<b>Communications</b>	<b>Communication</b>	<b>National Diploma: Public Relations, Media studies or B: Degree Communication Studies</b>	<b>3</b>
<b>Legal Services</b>	<b>Legal Services</b>	<b>LLB</b>	<b>3</b>

<b>National Office</b>	<b>Area</b>	<b>Qualifications</b>	<b>Number</b>
<b>PMSU</b>	<b>Development Planning</b>	<b>National Diploma: Development Studies/ Degree: Development Studies</b>	<b>1</b>

<b>Eastern Cape</b>	<b>Area</b>	<b>Qualifications</b>	<b>Number</b>
<b>PMSU</b>	<b>Built Environment</b>	<b>National Diploma: Quantity Survey, Building Science, Civil engineering or B: Tech/Bachelor of Science in Quantity Survey, Building Science, Civil Engineering, Construction Studies</b>	<b>3</b>
<b>PMSU</b>	<b>Finance and Project Accounting</b>	<b>National Diploma: Public Finance, Accounting, Auditing or B:Tech/Bcom Finance, Accounting, Auditing</b>	<b>1</b>
<b>PMSU</b>	<b>Office Administration</b>	<b>National Diploma: Public Admin Or Bachelor Degree in Admin/B.Com General</b>	<b>1</b>
<b>PMSU</b>	<b>Social Facilitation</b>	<b>National Diploma: Community Development, Development Studies or B. Degree in Social Studies, Community Development</b>	<b>1</b>

<b>KwaZulu Natal</b>	<b>Area</b>	<b>Qualifications</b>	<b>Number</b>
<b>PMSU</b>	<b>Built Environment</b>	<b>National Diploma: Quantity Survey, Building science, Civil engineering Or B: Tech/Bachelor of Science in Quantity Survey, Building Science, Civil Engineering, Construction Studies</b>	<b>4</b>
<b>PMSU</b>	<b>Finance and Project Accounting</b>	<b>National Diploma: Public Finance, Accounting, Auditing or B:Tech/Bcom Finance, Accounting, Auditing</b>	<b>2</b>
<b>PMSU</b>	<b>Supply Chain Management</b>	<b>National Diploma: Supply Chain Management or B: Degree in Public Finance</b>	<b>2</b>
<b>PMSU</b>	<b>Office Administration</b>	<b>National Diploma: Public Admin or Bachelor Degree in Admin/B: Com General</b>	<b>1</b>
<b>PMSU</b>	<b>Records Management</b>	<b>National Diploma: Records Management</b>	<b>1</b>
<b>PMSU</b>	<b>Social Facilitation</b>	<b>National Diploma: Community Development, Development studies or B: Degree in Social Studies, Community Development</b>	<b>3</b>

Limpopo	Area	Qualifications	Number
PMSU	Built Environment	National Diploma: Quantity Survey, Building Science, Civil Engineering Or B Tech/Bachelor of Science in Quantity Survey, Building Science, Civil Engineering, Construction Studies	4
PMSU	Supply Chain Management	National Diploma: Supply Chain Management or B: Degree in Public Finance	2
PMSU	Records Management	National Diploma: Records Management	2

Northern Cape	Area	Qualifications	Number
PMSU	Finance and Project Accounting	National Diploma: Public Finance, Accounting, Auditing or B:Tech/Bcom Finance, Accounting, Auditing	1
PMSU	Office Administration	National Diploma: Public Admin or Bachelor Degree in Admin/B.Com General	1

Free State	Area	Qualifications	Number
PMSU	Admin and Finance	National Diploma: Public Finance, Accounting, Auditing or B:Tech/Bcom Finance, Accounting, Auditing	2

Mpumalanga	Area	Qualifications	Number
PMSU	Built Environment	National Diploma: Quantity Survey, Building Science, Civil Engineering Or B Tech/Bachelor of Science in Quantity Survey, Building Science, Civil Engineering, Construction Studies	1

#### SKILLS:

Applicants should be in possession of the following skills:

- Computer literate,
- Good interpersonal skills, and
- Good verbal and written communication skills.

**NOTE:** Interns will be allocated mentors and will be placed in the identified IDT offices nation-wide. Applicants are encouraged to apply for internship in their respective Provinces. Successful candidates will sign a 12 month internship contract. **Interns will be paid a stipend for the duration of the internship contract.**

**NB: kindly note that this internship programme is only available to applicants who have never participated in any internship in either a private or public institution.**

Interested persons are invited to submit their applications (**Covering letter, detailed CV and copies of qualifications**) to [interns@idt.org.za](mailto:interns@idt.org.za) indicating the **position and region** they are interested in. **Closing date is 15 July 2021.** For enquiries, contact Queen Malema at 012 845 2120. **Disabled people are encouraged to apply.**

