



NCPT

NORTHERN CAPE PROVINCIAL TREASURY

NCPT INTERNSHIP PROGRAMME

**STIPEND:
R7450.75**

The Northern Cape Provincial Treasury invites interested applications from unemployed graduates who are residents of the Northern Cape Province aged between 18-35 to apply to participate in a 24-month Internship Programme with the opportunity to gain workplace experience in the field of work that they have studied.

Below are areas where the Interns will be required:

Field of Study	Number of Interns	Qualification	Location	Reference Number
Strategic Management & Policy & Planning	2	N6/ NQF 6 Strategic Management/ Public Management	Kimberley	NCPT/25/SM
Human Resources Management	9	N6/ NQF 6 Human Resources Management	Kimberley	NCPT/25/HRM
Labour Relations	2	N6/ NQF 6 Labour Law/ Industrial Psychology/ Human Resources Management	Kimberley	NCPT/25/LR
Legal Services	1	NQF 8 LLB	Kimberley	NCPT/25/LS
Records Management	2	N6/ NQF 6 Records Management/ Archival studies	Kimberley	NCPT/25/RM
Facility Management	2	N6/ NQF 6 Electrical/ Plumbing/Facilities Management	Kimberley	NCPT/25/FM
Communication	1	N6/ NQF 6 Graphic Design	Kimberley	NCPT/25/CM
Security Management	1	N6/ NQF 6 Security Management	Kimberley	NCPT/25/SM

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Enquiries: Ms. Brenda Sewedi @ 066 210 3880

PLEASE NOTE: Applications should be submitted on the new employment (Z83) form, which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. A recently updated, comprehensive CV with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The CV must also accompany copies of qualifications (a transcript of results may also be attached), driver's license, identity document and other relevant certificates, such copies **must be certified** when applying for the Internship. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Applicants who have not yet received their qualifications must provide academic transcripts or letters confirming that they have completed their studies.

The specific reference number of the post must be quoted, if applying for more than one internship, a separate application for each must be submitted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Failure to sign the Z83 and to submit the required documents will result in the application not being considered.

The Northern Cape Provincial Administration is an equal opportunity, affirmative action employer. It is our intention to reflect the provincial population demographics of race, gender and disability, through the filling of these internship posts, and candidates who will help meet this intention will receive preference. Women and people with disabilities are encouraged to apply.

Interested candidates may forward their applications to the Department quoting the relevant reference number to:

FOR ATTENTION: MS D BARNETT

POST TO:

The Human Resource Manager
Northern Cape Provincial Treasury
Private Bag X5054
Kimberley
8300

HAND DELIVER TO:

Metlife Towers
Cnr Knight & Stead Street
7th Floor
Kimberley

CLOSING DATE:

21 February 2025

EMAIL APPLICATIONS TO: Ncpt-HR@ncpg.gov.za interested applicants may submit their applications for employment to the email address specified. The email must include a completed and signed new Form Z83, which must be completed in font size of 11 and Arial theme font. Attachments must be in a PDF format and limited to 4 megabytes. Emails that do not comply with the above specifications will be rejected and therefore not reach the Department.

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