



**LGSETA**  
CREATING GREATER IMPACT

The Local Government Sector Education Training Authority (LGSETA) invites young unemployed and qualified South African graduates to apply for the LGSETA 2018/2019 Internship programme. The following internship opportunities are available:

	No. of interns	Reference no.	Minimum requirements
<b>Chief Executive Officer Division</b>			
<b>Internal Audit –</b> Head Office: 47 van Buuren Rd, Bedfordview, Germiston	X1	IA/01/2018	Matric Certificate; Degree or National Diploma in Auditing.
<b>Strategy and Planning Division</b>			
	No. of interns	Reference no.	Minimum requirements
<b>Monitoring and Evaluation –</b> Head Office: 47 van Buuren Rd, Bedfordview, Germiston	X1	M&E/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>Sector Skills Planning –</b> Head Office: 47 van Buuren Rd, Bedfordview, Germiston	X2	SSP/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>Operations Division</b>			
<b>Education, Training and Quality Assurance –</b> Head Office: 47 van Buuren Rd, Bedfordview, Germiston	X1	ETQA/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>Learning Programmes –</b> Head Office: 47 van Buuren Rd, Bedfordview, Germiston	X4	LPD/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>Project Management Office –</b> Head Office: 47 van Buuren Rd, Bedfordview, Germiston	X1	PMU/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.

	No. of interns	Reference no.	Minimum requirements
<b>Gauteng Provincial Office –</b> Head Office: 47 van Buuren Rd, Bedfordview, Germiston	X1	GPO/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>North West Provincial Office –</b> 51 Leask Street, West End Buidling, Klerksdorp	X1	NWPO/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>Limpopo Provincial Office –</b> 73 Biccard Street, Maneo Building, Polokwane	X1	LPO/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>Mpumalanga Provincial Office (in Pretoria) –</b> 509 Pretorius Street, Pencardia 1, Pretoria	X1	MPO/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>Free State Provincial Office –</b> Corner Magraf and Zastron Street, Fountain Towers, Bloemfontein	X1	FSO/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>KwaZulu-Natal Provincial Office –</b> 199 Anton Lembede, Embassy Building, Durban	X1	KZN/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>Eastern Cape Provincial Office –</b> 11 Tecoma Street, Berea, East London	X1	ECPO/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>Western Cape Provincial Office –</b> Forrest House, Belmont Office Park, Belmont Road, Rondebosch	X1	WCO/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>Northern Cape Provincial Office –</b> 10 Oliver Road, Montrio Corporate Park, Kimberly	X1	NCPO/01/2018	Matric Certificate; Degree or National Diploma in any of the following study fields: Social Science, Policy Development, Development Studies AND Public Policy.
<b>Finance Division</b>			
<b>Finance –</b> Head Office: 47 van Buuren Rd, Bedfordview, Germiston	X2	FIN/01/2018	Matric Certificate; Degree or National Diploma in Finance and/or Accounting.

<b>Supply Chain Management –</b> Head Office: 47 van Buuren Rd, Bedfordview, Germiston	X2	SCM/01/2018	Matric Certificate; Degree or National Diploma in Supply Chain Management, Purchasing and / or Logistics.
<b>Corporate Services Division</b>			
<b>Information, Communication Technology –</b> Head Office: 47 van Buuren Rd, Bedfordview, Germiston	X1	ICT/01/2018	Matric Certificate; Degree or National Diploma in ICT.
<b>Human Resources Management –</b> Head Office: 47 van Buuren Rd, Bedfordview, Germiston	X1	HR/01/2018	Matric Certificate; Degree or National Diploma in Human Resources Management.

- **Minimum Requirements**

- Matric certificate;
- Successfully completed a 3 or 4 year degree/ diploma in the discipline the application is being made;
- Be computer literate with MS packages and MS Project in certain disciplines will be an advantage;
- Be a South African citizen and under the age of 25;
- Not have previously completed an internship;
- Have no prior working experience in the field of study;
- Have excellent communication skills (spoken and written);
- Be prepared to enter into an internship contract for 12 months which is none renewable;
- Organisational, interpersonal communication and time management skills are required;
- Please note that full-time employment after completion of the programme **is not guaranteed**.
- Interested individuals who meet the above criteria and requirements for the relevant internship assignment and who are willing to be part of an exciting and challenging world of work are invited to forward applications by submitting the following: An Internship application letter; a 2 page CV (Current competencies, experience and skills) Certified copies of SA identity, Matric Certificate, degree / diploma, academic transcripts and other documents as required on the application form).
- Applications should be emailed to [careers@lgseta.org.za](mailto:careers@lgseta.org.za) **PLEASE INDICATE IN THE SUBJECT LINE OF THE E-MAIL FOR WHICH INTERNSHIP THE APPLICATION IS MADE AND THE SUPPORTING REFERENCE NUMBER WHICH IS INDICATED IN RED NEXT TO THE INTERNSHIP TYPE OF THE ADVERT. IF YOUR APPLICATION DOES NOT SPECIFY THE TYPE OF INTERNSHIP YOU ARE APPLYING FOR, YOUR APPLICATION WILL NOT BE CONSIDERED.**

The LGSETA is an Equal Opportunity employer and preference will be given to the candidates who will contribute toward the realisation of a diverse workplace. **Closing date 19 October 2018 (16:00)** No late applications will be considered.