



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

Ref. No. : S 4 / 3 / 1 / 1 / 2
Enq : Conny Kgadima
Date : 25th February 2025

TO ALL HEADS OF PROVINCIAL / NATIONAL DEPARTMENTS AND STAFF MEMBERS

HRM CIRCULAR NO. 01. OF 2025

ADVERTISEMENT OF THIRTY (30) OPPORTUNITIES FOR GRADUATE INTERNSHIP PROGRAMMES FOR 2025/2026 TO 2026/2027 FINANCIAL YEAR'S WITHIN THE LIMPOPO PROVINCIAL TREASURY

1. Applications are invited from unemployed South African citizens (youth) residing in Limpopo Province between 18 and 35 years to apply for Graduate Internship Opportunities for a period of **Twenty-Four (24) months** who have never participated in any Public Service Graduate Internship Programme before, as listed in the attached **Annexure "A"**.

Conditions:-

- Applicants who already participated in any Government Internship Programme will not be considered and if it is found that this was the case after appointment, the contract will be terminated with immediate effect.
 - Applicants who have not yet received their qualifications must provide academic transcripts or letters confirming that they have completed their studies.
 - Successful candidates will be subjected to security vetting.
2. Successful Interns will be appointed for a period of **Twenty-Four (24) months commencing on the 1st July 2025 to 30th June 2027.**
 3. Interns will receive a monthly stipend as determined by the Department of Public Service Administration, currently is **R7 450.62 per month.**
 4. Applicants are encouraged to apply through the e- Recruitment **website at <https://erecruitment.limpopo.gov.za>**, however, **hand delivery applications are acceptable and must be submitted on New 2021 Z83 form** obtainable from all Government Departments or can be downloaded from **www.dpsa.gov.za**.

5. The new Z83 form must be fully completed and duly signed, dated and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection processes.

The following must be considered in relation to the completion of the Z83 by applicants:

All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following:

- (i) South African applicants need not provide passport numbers
 - (ii) If an applicant responds "no" to the question *"Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?"* then the answer to the next question *"In the event that you are employed in the Public Service you immediately relinquish such business interests?"* can be left blank or indicated as not applicable.
 - (iii) A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration.
6. Noting there is limited space provided for **Part E, F & G**, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered.
7. The declaration should be completed and signed.
8. Applicants must utilise the most recent **Z83 application for employment form** as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications.
9. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae.
10. It must be noted that the CV is an extension of an application of an employment Z83 and applicants are accountable for the information that is provided therein.

11. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for.
12. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview.
13. **A specific reference numbers for the post applied for must be quoted in the space provided on new form Z83.**

Applications should be submitted 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 Rensburg Street, **POLOKWANE**, 0700

OR

Applicants are encouraged to apply through <https://erecruitment.limpopo.gov.za>

14. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews.
15. 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 (criminal records, credit record check and security vetting).
16. 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.

17. Successful candidates will be expected to enter into contract agreement and sign an oath of secrecy.
18. The Department reserves the right **NOT** to make any appointment to the advertised Internship Programmes. The employment decision shall be informed by the Employment Equity Plan of the Department.
19. All General enquiries should be directed to **Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny and Moremi Hilda @ (015) 298 7000** respectively.
20. The closing date for submission of applications is **Friday 28th March 2025 @ 16H00**. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
21. The advert will also be accessible on the following websites <https://erecruitment.limpopo.gov.za> / www.limtreasury.gov.za / www.limpopo.gov.za / and www.dpsa.gov.za

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Designated groups are encouraged to apply in line with the Employment Equity Act No.55 of 1998.





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

28/2/2025
DATE

ANNEXURE "A"

**THIRTY (30) OPPORTUNITIES FOR GRADUATE INTERNSHIP PROGRAMMES
2025/2027: PERSONS WITH DISABILITY, COLOURED, INDIANS AND WHITES
ARE ALSO ENCOURAGED TO APPLY**

STIPEND: R7 450.62 PER MONTH

| FIELD / AREA OF LEARNING & EXPOSURE | REF. NO'S. | NUMBER REQUIRED | MINIMUM REQUIREMENTS: NATIONAL DIPLOMA / DEGREE IN: - |
|--|-------------------|----------------------------|---|
| Human Resource Management & Employee Utilization & Capacity Building | LPT/INT/01 | 1 | Human Resource Management / Public Management / Public Administration / Human Resource Development. (EE Target: African Male) |
| Enterprise Risk Management | LPT/INT/02 | 1 | Internal Auditing / Risk Management |
| Communication Services | LPT/INT/03 | 1 | Public Relations / Communications / Media Studies |
| Communication Services | LPT/INT/04 | 1 | Marketing / Communications / Media Studies (EE Target: African Male) |
| Auxiliary Services | LPT/INT/05 | 1 | Public Management / Facilities Management |
| Records Management | LPT/INT/06 | 1 | Information Management / Library Science / Records Management |
| Information Communication Technology | LPT/INT/07 | 1 | Computer Science / Information Technology / Information Systems |
| Strategic Management | LPT/INT/08 | 1 | Public Administration / Public Management / Business Management |
| Supply Chain Management | LPT/INT/09 | 1 | Supply Chain Management / Logistics / Purchasing Management / Financial |

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|--|------------|---|---|
| | | | Management / Accounting |
| Management Accounting | LPT/INT/10 | 1 | Accounting / Cost & Management Accounting (EE Target: African Male Disabled) |
| Financial Accounting | LPT/INT/11 | 1 | Accounting / Financial Management |
| Internal Control & Compliance | LPT/INT/12 | 1 | Internal Auditing |
| Budget Management | LPT/INT/13 | 1 | Accounting / Cost & Management Accounting |
| Fiscal Policy Analysis | LPT/INT/14 | 1 | Accounting / Cost & Management Accounting |
| Public Finance | LPT/INT/15 | 1 | Financial Management |
| Macro-Economic Analysis | LPT/INT/16 | 1 | Economics / Econometrics |
| Municipal Finance | LPT/INT/17 | 1 | Accounting / Internal Auditing / Cost & Management Accounting / Supply Chain Management / Operations Management / Risk Management |
| Financial Management & Capacity Building | LPT/INT/18 | 1 | Financial Information Systems / Financial Management |
| Financial Management & Capacity Building | LPT/INT/19 | 1 | Public Administration / Business Administration |
| Transversal Risk Management | LPT/INT/20 | 1 | Risk Management / Internal Auditing |
| Financial Accounting & | LPT/INT/21 | 1 | Accounting / Financial |

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|---|------------|---|--|
| Reporting | | | Accounting |
| Governance, Monitoring & Compliance | LPT/INT/22 | 1 | Internal Auditing |
| Financial Systems Implementation | LPT/INT/23 | 1 | Financial Information Systems / Information Systems / Information Technology |
| SCM Governance & Compliance | LPT/INT/24 | 1 | Supply Chain Management / Financial Management |
| Banking, Cash & Liabilities Management | LPT/INT/25 | 1 | Accounting / Cost & Management Accounting |
| SCM Client Support: Capricorn District | LPT/INT/26 | 1 | Supply Chain Management / Logistics / Purchasing Management / Financial Management |
| SCM Client Support: Waterberg District | LPT/INT/27 | 1 | Supply Chain Management / Logistics / Purchasing Management / Financial Management |
| SCM Client Support: Sekhukhune District | LPT/INT/28 | 1 | Supply Chain Management / Logistics / Purchasing Management / Financial Management |
| SCM Client Support: Mopani District | LPT/INT/29 | 1 | Supply Chain Management / Logistics / Purchasing Management / Financial Management |
| SCM Client Support: Vhembe District | LPT/INT/30 | 1 | Supply Chain Management / Logistics / Purchasing Management / Financial Management |

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