

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : quoting the reference number must be addressed to Ms. Baarata Moabi. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- FOR ATTENTION** : Ms. Baarata Moabi
- CLOSING DATE** : 03 February 2025
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp." From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; three contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POSTS

- POST 01/38** : **GRADUATE INTERNSHIP PROGRAMME: PRIVATE OFFICE OF THE MINISTER OF PUBLIC SERVICE AND ADMINISTRATION REF NO: DPSA 2025/01**
(24 Months Contract)
- STIPEND** : R7 450.62 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum qualification at NQF Level 6 in Political Science/ Public Administration
- ENQUIRIES** : Ms. Nobuhle Xulu Tel No: (012) 336 1678
- APPLICATIONS** : email InternPOM01@dpsa.gov.za
- POST 01/39** : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE DEPUTY MINISTER REF NO: DPSA 2025/02**
(24 Months Contract)
- STIPEND** : R7 450.62 per month
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum qualification at NQF Level 6 in Public Administration
- ENQUIRIES** : Mr. Tebatso Chokoe Tel No: 012 336 1071
- APPLICATIONS** : Email InternODM@dpsa.gov.za
- POST 01/40** : **GRADUATE INTERNSHIP PROGRAMME: OFFICE OF THE DIRECTOR-GENERAL REF NO: DPSA 2025/03**
(24 Months Contract)
- STIPEND** : R7 450.62 per month
- CENTRE** : Pretoria

REQUIREMENTS : A minimum qualification at NQF Level 6 in Media Studies/ Communications
ENQUIRIES : Ms. Nokhuselo Maku Tel No: (012) 336 1343
APPLICATIONS : email InternODG03@dpsa.gov.za

POST 01/41 : **GRADUATE INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: DPSA 2025/04**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Internal Auditing/ Financial Accounting
ENQUIRIES : Ms. Phuthi Ngoetjana Tel No: (012) 336 1451

POST 01/42 : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT REF NO: DPSA 2025/05**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Logistics/ Supply Chain Management.
ENQUIRIES : Mr. Gift Malinga Tel No: (012) 336 1316
APPLICATIONS : Email InternSCM05@dpsa.gov.za

POST 01/43 : **GRADUATE INTERNSHIP PROGRAMME: PUBLIC ADMINISTRATION, ETHICS INTERGIRTY & DISCIPLINARY TECHNICAL ASSISTANCE UNIT REF NO: DPSA 2025/06**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Social Sciences
ENQUIRIES : Mr. Isaac Kabini Tel No: (012) 336 1237
APPLICATIONS : Email InternTau06@dpsa.gov.za

POST 01/44 : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCE ADMINISTRATION REF NO: DPSA 2025/07**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Human Resource Management
ENQUIRIES : Ms Baarata Moabi Tel No: (012) 336 1503
APPLICATIONS : Email InternHRA07@dpsa.gov.za

POST 01/45 : **GRADUATE INTERNSHIP PROGRAMME: INTERNAL TRANSFORMATION PROGRAMME REF NO: DPSA 2025/08**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Gender Studies/Social Work
ENQUIRIES : Mr. Midilala Tefu Tel No: (012) 336 1390
APPLICATIONS : email InternITP08@dpsa.gov.za

POST 01/46 : **GRADUATE INTERNSHIP PROGRAMME: STRATEGIC MANAGEMENT AND INTERNAL MONITORING & EVALUATION REF NO: DPSA 2025/09**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Public Administration
ENQUIRIES : Mr. Molemame Kanyane Tel No: (012) 336 1378
APPLICATIONS : email InternSMME09@dpsa.gov.za

POST 01/47 : **GRADUATE INTERNSHIP PROGRAMME: TRANSFORMATION AND WORKPLACE ENVIRONMENT MANAGEMENT REF NO: DPSA 2025/10**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Project Management
ENQUIRIES : Dr Robert Foromo Tel No: (012) 336 1579
APPLICATIONS : email InternTWEM10@dpsa.gov.za

POST 01/48 : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCE DEVELOPMENT STRATEGY AND GOVERNANCE REF NO: DPSA 2025/11**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Human Resource Management/Development
ENQUIRIES : Mr. Mpho Mabe Tel No: (012) 336 1603
APPLICATIONS : email InternHRDSEG11@dpsa.gov.za

POST 01/49 : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCES PLANNING, EMPLOYMENT & PERFORMANCE MANAGEMENT REF NO: DPSA 2025/12**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Human Resource Management
ENQUIRIES : Ms. Zandile Buthelezi Tel No: (012) 336 1262
APPLICATIONS : email InternHRPEPM12@dpsa.gov.za

POST 01/50 : **GRADUATE INTERNSHIP PROGRAMME: REMUNERATIONS MANAGEMENT: REF NO: DPSA 2025/13**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Economics
ENQUIRIES : Ms Theresa Maile Tel No: (012) 336 1130
APPLICATIONS : InternRM13@dpsa.gov.za

POST 01/51 : **GRADUATE INTERNSHIP PROGRAMME: COLLECTIVE BARGAINING REF NO: DPSA 2025/14**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Labour Relations/ Labour Law
ENQUIRIES : Mr Modise Letsatsi Tel No: (012) 336 1274
APPLICATIONS : email InternCB14@dpsa.gov.za

POST 01/52 : **GRADUATE INTERNSHIP PROGRAMME: ORGANISATIONAL DESIGN: REF NO: DPSA 2025/15**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Management Services
ENQUIRIES : Mr Oscar Tshivhase Tel No: (012) 336 1469
APPLICATIONS : email InternOD15@dpsa.gov.za

POST 01/53 : **GRADUATE INTERNSHIP PROGRAMME: KNOWLEDGE MANAGEMENT AND INNOVATION REF NO: DPSA 2025/16**
(24 Months Contract)

STIPEND : R7 450.62 per month

CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Information/ Knowledge Management
ENQUIRIES : Ms Sebenzile Zibani Tel No: (012) 336 1033
APPLICATIONS : email InternKMI16@dpsa.gov.za

POST 01/54 : **GRADUATE INTERNSHIP PROGRAMME: ICT GOVERNANCE & MANAGEMENT REF NO: DPSA 2025/17**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Information Technology
ENQUIRIES : Ms Tebogo Kabai Tel No: (012) 336 1034
APPLICATIONS : email InternICTGov17@dpsa.gov.za

POST 01/55 : **GRADUATE INTERNSHIP PROGRAMME: ICT SERVICE MANAGEMENT AND BUSINESS CONTINUITY REF NO: DPSA 2025/18**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Information Technology
ENQUIRIES : Ms Ayanda Nkundla Tel No: (012) 336 1351
APPLICATIONS : email InternICTSM18@dpsa.gov.za

POST 01/56 : **GRADUATE INTERNSHIP PROGRAMME: INTERNATIONAL COOPERATION & STAKEHOLDER RELATIONS REF NO: DPSA 2025/19**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Public Administration
ENQUIRIES : Ms Nonkululeko Msibi Tel No: (012) 336 1481
APPLICATIONS : email InternCSR19@dpsa.gov.za

POST 01/57 : **GRADUATE INTERNSHIP PROGRAMME: SERVICES DELIVERY INTERVENTIONS COORDINATION REF NO: DPSA 2025/20**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Public Administration/ Management
ENQUIRIES : Ms Rosetta Masipa Tel No: (012) 336 1675
APPLICATIONS : email InternSDIC20@dpsa.gov.za

POST 01/58 : **GRADUATE INTERNSHIP PROGRAMME: INSTITUTIONAL ASSESSMENT REF NO: DPSA 2025/21**
(24 Months Contract)

STIPEND : R7 450.62 per month
CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF Level 6 in Management Services
ENQUIRIES : Mr Poloko Segale Tel No: (012) 336 1124
APPLICATIONS : email InternIA21@dpsa.gov.za