

INTERNSHIP PROGRAMME 2018/19



The merSETA invites graduates to apply for a 12 month internship opportunity from 1st April 2018 to 31st March 2019 in the following fields:

HEAD OFFICE (Melville, Johannesburg)

UNIT	NUMBER OF INTERNS	REF. NO	QUALIFICATIONS / REQUIREMENTS
1. Monitoring and Evaluation	1	Ref: INT001	Diploma/ Degree in Business Administration (with modules on Quality Management; Operations Management or Business Statistics).
2. Corporate Social Investment	1	Ref: INT002	BCom Business Management; Excel and communication skills.
3. ETQA/ Bursaries	2	Ref: INT003	Diploma/ Degree in Business Management; financial skills; people skills; computer skills and organizational skills.
4. Chambers	1	Ref: INT004	TVET N6/ NCV Level 4 Certificate/ Diploma Business Administration; B-Tech Administration/ Social Sciences.
5. Marketing and Communications	2	Ref: INT005	Diploma/Degree in Marketing Communication Science/Journalism/Public Relations.
		Ref: INT005A	Certificate/ Diploma/Degree in Graphic Design.
6. Call Centre	1	Ref: INT006	Certificate/ Diploma in Call Centre.
7. Quality Management Systems	1	Ref: INT007	Diploma/ Degree in Business Administration (with modules in Quality Management and Business Statistics).
8. Grants and Levy	1	Ref: INT008	BCom Accounting
9. IT Division	1	Ref: INT009	Certificate in N+ and A+; MS Office; Prince 2 or PMP certification /Project management qualification.
10. Company Secretary	1	Ref: INT010	Degree in Governance Chartered Institution Of Secretaries.
11. Contract Implementation	3	Ref: INT011	Diploma/ Degree in Business Administration or Office Administration.
12. MIS	1	Ref: INT012	Diploma/ Degree in Computer Science.
13. Central Admin	8	Ref: INT013	Diploma/ Degree in Business Administration or Office Administration.
14. Creditors	1	Ref: INT014	Diploma/ Degree in Accounting with exposure to using excel.
15. Travel and Assets	2	Ref: INT015	Diploma/ Degree: Logistics/ Supply Chain/ Travel.
16. Health and Safety		Ref: INT016	Certificate/ Diploma/Degree: Health & Safety.
17. Human Resources	1	Ref: INT017	Diploma/ Degree in Human Resources Management or Administration.
18. Curriculum & Learning	1	Ref: INT018	Diploma/ Degree in HRM(Training and Development) Certificate/Diploma/ Degree in Education Management.
19. Supply Chain	1	Ref: INT019	Entry level Qualification in Supply Chain Management.
20. Research	1	Ref: INT020	Diploma/ Degree in Social Sciences, (with modules on Research; Project Management; Basic Statistics).
21. Knowledge Management	1	Ref: INT021	Diploma/ Degree in Information Science/ Information Management.
22. Legal and Compliance	1	Ref: INT022	Diploma in Legal Studies/ Legal Degree.

REGIONAL & SATELLITE BRANCHES

23. Gauteng South	3	Ref: INT023	N6 TVET Student; National Diploma: Management Assistant.
24. Gauteng North	1	Ref: INT024	N6 TVET Student; National Diploma: Management Assistant.
25. Kimberly	1	Ref: INT025	N6 TVET Student; National Diploma: Management Assistant.
26. Bloemfontein	1	Ref: INT026	N6 TVET Student; National Diploma: Management Assistant.
27. Cape Town	1	Ref: INT027	N6 TVET Student; National Diploma: Management Assistant.
28. Witbank	2	Ref: INT028	N6 TVET Student; National Diploma: Management Assistant.
29. Polokwane	1	Ref: INT029	N6 TVET Student; National Diploma: Management Assistant.
30. Durban	1	Ref: INT030	N6 TVET Student; National Diploma: Management Assistant.
31. Port Elizabeth	1	Ref: INT031	N6 TVET Student; National Diploma: Management Assistant.
32. King Williams Town	1	Ref: INT032	N6 TVET Student; National Diploma: Management Assistant.

Requirements: Applications are invited from unemployed South African Citizens aged between 18 and 35 years who have completed a minimum of any of the following: NCV Level 4/N6/National diploma or B degree in the relevant fields as indicated above.

Application process: Applications must be accompanied by a comprehensive CV and certified copies of qualifications (including Matric certificate), academic records and Identity Document sent to: recruitment@merseta.org.za.

Compulsory: All applicants are requested to indicate the Ref: Number provided on the subject line of the e-mail.

Applications sent without all the required documentation and the reference number will be disqualified.

Closing date:
09 March 2018



The merSETA welcomes persons with disabilities to apply for these posts.

LEADERS IN CLOSING THE SKILLS GAP



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

JOB APPLICATION FORM

PURPOSE

The purpose for this job application form is to assist the merSETA in selecting suitable candidates for advertised positions. This form may be used to identify candidates to be assessed; interviewed and placed in the advertised position. Applicants need to fill in this form completely and accurately as possible. This application form will help in processing your application fairly.

1. ADVERTISED POST

Position for which you are applying for.

(as stated in the advertisement)

Department:

(the department in which the position is located)

Reference Number

(As stated in the advert)

2. PERSONAL DETAILS

Title

Surname

First Names

Identity Number

Gender

M

F

Race

African

Coloured

Indian

White

Do you have a Physical Disability?

Yes

(Please provide details)

No

Are you a South African Citizen?

Yes

No

(If no, what is your nationality?)

Do you have a valid work permit?

Yes

No

Have you ever been convicted of a criminal offence, or been dismissed from your employment?

Yes

No

3. CONTACT DETAILS

Postal address

Email address

Telephone number

Cellphone number

LEADERS IN CLOSING THE SKILLS GAP

4. QUALIFICATIONS

Year Graduated School/Institution/College/University

Highest Qualification Obtained
(grade/degree)

5. WORK EXPERIENCE

Employer Position held From To Reason for leaving

6. REFERENCES (Please provide names of three references we can contact to confirm details of your employment)

Name Relationship to you Tel. No. (office hours)

7. FAMILY DECLARATION

Do you have a relative working for the merSETA?
(If yes state the name and relationship)

Yes

No

Name

Relationship to you

--	--

8. APPLICANT'S DECLARATION

I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete. I understand that any false or willfully suppressed information will render my application null and void; and if appointed, I agree that my appointment shall be terminated.

Signature

Date

LEADERS IN CLOSING THE SKILLS GAP