

FREE STATE PROVINCIAL GOVERNMENT

DEPARTMENT OF EDUCATION

INVITATION FOR UNEMPLOYED YOUTH TO PARTICIPATE IN THE GRADUATE INTERNSHIP PROGRAMME

The Free State Department of Education is an equal opportunity, Affirmative Action Employer, promoting representativity (Race, Gender and Disability). Therefore, People Living with Disabilities are also encouraged to apply.

The Free State Department of Education (FSDOE) hereby invites Unemployed Graduates to apply for the 24 Months Graduate Internship Programme. Successful Candidates must be 18 years or above upon commencement of the contract and complete the 24 Months Programme before their 35th Birthday.

The successful applicants will undergo on-the-job development trainings in the specified qualification categories, and garner crucial skills and competencies in readiness for the formal job market. **Candidates will be placed at Districts and Head Office as indicated in the advertisement.**

The Department aims to enhance the employability of unemployed graduates (graduates with degrees or diplomas) as potential employees. The successful candidates will be subjected to personnel suitable checks and vetting procedures. Correspondence will be limited to short-listed candidates only. If notification of an interview is not received within two (2) months after the closing date, candidates may regard their application unsuccessful.

Applications should be submitted on a completed New Z83 Application Form, which can be obtained from any Public Service Department, and accompanied by a detailed Curriculum Vitae. The Department will not be liable for incomplete Z83 application forms or wrong reference numbers. Applicants are not required to submit copies of qualifications and other relevant documents with the applications. Only candidates who have been selected for interviews will be requested to submit the documents. The categories of opportunities required by the FSDOE are as follows:

N.B. The FSDOE reserves the right not to fill the posts:

- Preference will be given to the Free State Province Unemployed Youth

A.	MOTHEO DISTRICT	TOTAL NUMBER				10
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
1.	Industrial Psychology/ BA Psychology/Social Science or any relevant qualification.	MOTHEO: A/01/(2024).	BLOEMFONTEIN	Mrs. M. Pitso 051 404 4964 084 240 8997	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	2
2.	Public Administration/ Public Management/ Office and Technology Management or any relevant qualification.	MOTHEO: A/02/(2024).	BLOEMFONTEIN	Mrs. M. Pitso 051 404 4964 084 240 8997	Computer Literacy, Verbal and written Communication Ethical Conduct.	8

B. THABO MOFUTSANYANA DISTRICT				TOTAL NUMBER		10
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
3.	Auditing/ B.Com Accounting/ Financial Management (Auditing in at least 2 nd year) or any relevant qualification.	TMED: B/3.(2024).	PHUTHADITJHABA	Mr. T.Z. Mofokeng 082 086 3777	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	4
4.	ICT/ Computer Sciences or any relevant qualification.	TMED: B/4.(2024).	PHUTHADITJHABA	Mr. T.Z. Mofokeng 082 086 3777	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	2
5.	Social Sciences or any relevant qualification.	TMED: B/05.(2024).	PHUTHADITJHABA	Mr. T.Z. Mofokeng 082 086 3777	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	4

C. LEJWELEPUTSWA DISTRICT				TOTAL NUMBER		10
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
6.	Human Resource Management/ Human Resource Development or any relevant qualification.	LEJWE: C/06.(2024).	WELKOM	Ms. F.L. Mahalika 057 391 7244	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	4
7.	Social Science	LEJWE: C/07.(2024).	WELKOM	Ms. F.L. Mahalika 057 391 7244	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	2
8.	Financial Management/ BCom Accounting or any relevant qualification.	LEJWE: C/08.(2024).	WELKOM	Ms. FL Mahalika 057 391 7244	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	4

D. XHARIEP DISTRICT				TOTAL NUMBER		5
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
9.	Public Admin/ Public Management/ Office Management and Technology	XHA: D/09.(2024)	BLOEMFONTEIN	Mr. F Kraalshoek 071 333 1150	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1
10.	Public Admin/ Public Management/ Office Management and Technology	XHA: D/10.(2024)	BLOEMFONTEIN	Mr. F. Kraalshoek 071 333 1150	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1
11.	Public Admin, Public Management, Office Management and Technology	XHA: D/11.(2024)	BLOEMFONTEIN	Mr. F. Kraalshoek 071 333 1150	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1
12.	Public Admin/ Public Management/ Office Management and Technology	XHA: D/12.(2024)	BLOEMFONTEIN	Mr. F. Kraalshoek 071 333 1150	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1
13.	Public Admin/ Public Management/ Office Management and Technology	XHA: D/13.(2024)	BLOEMFONTEIN	Mr. F. Kraalshoek 071 333 1150	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1

E. FEZILE DABI DISTRICT				TOTAL NUMBER		10
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
14.	Human Resource Management/ Human Resource Development.	FZD: E/14.(2024).	SASOLBURG	Ms. S. Kunene 016 973 9095	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	4
15.	Financial Management/ BCom Accounting or any relevant qualification.	FZD: E/15.(2024).	SASOLBURG	Ms. S. Kunene 016 973 9095	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	4

No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
16.	Public Management/ Office Management and Technology/ Public Admin or any relevant qualification.	FZD: E/16.(2024).	SASOLBURG	Ms. S. Kunene 016 973 9095	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	2

F.	BUDGET AND FINANCIAL PLANNING DIRECTORATE			TOTAL NUMBER		3
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
17.	Financial Accounting/ Financial Management/ Public Management with Accounting at least 2 nd year or any other relevant qualification.	BFP: F/17.(2024)	BLOEMFONTEIN	Mr. JJ Wessels 051 404 8166	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	3

G.	SECURITY AND RISK MANAGEMENT DIRECTORATE			TOTAL NUMBER		4
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
18.	B Com Accounting with Risk Management/ Auditing/ relevant major qualification in Risk Management.	SRM: G/18.(2024)	BLOEMFONTEIN	Mr. W. Delpport 051 404 8110	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	4

H.	SUPPLY CHAIN MANAGEMENT DIRECTORATE			TOTAL NUMBER		8
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
19.	Financial Management/ Logistics/ Transport Management/ Public Administration/ Management	SCM: H/19.(2024)	BLOEMFONTEIN	Mr. T. Legodi 051 404 1882	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	8

I.	SPORTS YOUTH RECREATION AND ARTS AND CULTURE DIRECTORATE			TOTAL NUMBER		1
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
20.	Public Admin/ Public Management/ Office Management and Technology/ Sports Management.	SYRAC: I/20.(2024)	BLOEMFONTEIN	Ms. M. Nkosi	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1

J.	ELEMENTARY EDUCATION AND DEVELOPMENT DIRECTORATE			TOTAL NUMBER		7
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
21.	Public Admin/ Public Management/ Office Management and Technology/ Financial Management	EEDXHA: J/21.(2024)	BLOEMFONTEIN (XHARIEP DISTRICT)	Mr. LT Tladi 051 404 4439	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1
22.	Public Admin/ Public Management/ Office Management and Technology/ Financial Management.	EEDFD: J/22.(2024)	KROONSTAD (FEZILE DABI DISTRICT)	Mr. LT Tladi 051 404 4439	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1
23.	Public Admin/ Public Management/ Office Management and Technology/ Financial Management.	EEDFD: J/23.(2024)	SASOLBURG (FEZILE DABI DISTRICT)	Mr. LT Tladi 051 404 4439	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1

K.	INTERNAL AUDIT DIRECTORATE			TOTAL NUMBER		6
NO	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRES	SKILLS	POSTS
24	Financial Information Systems	IA: K/24.(2024)	BLOEMFONTEIN	Ms. TL Vezi 051 404 8573	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1

NO	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRES	SKILLS	POSTS
25	Auditing	IA: K/25.(2024)	BLOEMFONTEIN	Ms. TL Vezi 051 404 8573	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	3
26	ICT Auditing	IA: K/26.(2024)	BLOEMFONTEIN	Ms. TL Vezi 051 404 8573	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	2

L.	QUALITY ASSURANCE, STANDARDS MONITORING AND EVALUATION DIRECTORATE			TOTAL NUMBER		1
NO	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRES	SKILLS	POSTS
27	Auditing/ Financial Information System/ BCom Accounting/ Financial Management or any other qualification	QAMES: L/27.(2024)	BLOEMFONTEIN	Ms. MMA Gaborone 051 404 8658	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1
28	Public Admin/ Public Management with Research as a major subject or any other relevant qualification	PR: L/28.(2024)	BLOEMFONTEIN	Ms. K Motshumi 051 404 8806	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	2

M.	HIV AND AIDS, INCLUSIVE EDUCATION AND SPECIAL NEEDS EDUCATION DIRECTORATE			TOTAL NUMBER		3
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
29.	Social Sciences or relevant qualification.	HIV IE SNE: M/29.(2024)	BLOEMFONTEIN	Ms. B. Qwelane 051 404 8756	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1
30.	Financial Management/ BCom Accounting or any relevant qualification.	HIV IE SNE: M/30.(2024)	BLOEMFONTEIN	Ms. B. Qwelane 051 404 8756	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	2

N. PHYSICAL RESOURCE MANAGEMENT DIRECTORATE				TOTAL NUMBER		4
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
31.	BSc/ BSc (Hons)/ B-Tech/ Diploma in Urban and Regional/ Spatial Planning/ Quantity Surveyor/ Architecture/ Real Estate/ Property Management/ Geography or IT.	PRM: N/31.(2024)	BLOEMFONTEIN	Mr. TJ Lephoto 051 404 9286	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	4

O. HUMAN RESOURCE ADMINISTRATION DIRECTORATE				TOTAL NUMBER		4
No	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
32.	Human Resource Management/ Industrial Psychology or any other relevant qualification.	HRA: O/32.(2024)	BLOEMFONTEIN	Mr. TI Khodumo 051 404 1730	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	4

P EMPLOYEE RELATIONS AND PEOPLE MANAGEMENT DIRECTORATE				TOTAL NUMBER		2
No	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS	POSTS
33.	Labour Law/ Labour Relations/ LLB majoring in Labour Law/ HR Management with a Labour Law in at least 3 rd year.	ERPM: P/33.(2024)	BLOEMFONTEIN	Mr. TA Mokoena 051 404 4171	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	2

Q. INSTITUTIONAL DEVELOPMENT MANAGEMENT AND GUIDANCE EDUCATION AND ELITS DIRECTORATE				TOTAL NUMBER		2
No.	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS AND ATTRIBUTES	POSTS
34.	Public Admin/ Public Management/ Office Management and Technology or any relevant qualification.	IDMG: Q/34.(2024)	BLOEMFONTEIN	Ms. Z. Gxwati 082 922 5344	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	2

R.	LEGAL AND AUXILLIARY DIRECTORATE			TOTAL NUMBER		04
NO	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRES	SKILLS	POSTS
35	Paralegal/ LLB and other relevant qualification	LA: R/35.(2024)	LEGAL BLOEMFONTEIN	Mr. BC Ngwenya 051 404 8439	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	4

S.	IT, EMIS AND INFORMATION SYSTEMS DIRECTORATE			TOTAL NUMBER		4
NO	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRIES	SKILLS	POSTS
36	Financial Information Systems/ IT Risk Management/ IT Auditing.	ICT: S/36.(2024)	BLOEMFONTEIN	Mr. TE Mofokeng 051 404 8422	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	4

T.	SECONDARY SCHOOLS CURRICULUM SUPPORT DIRECTORATE			TOTAL NUMBER		3
NO	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRES	SKILLS	POSTS
37	Financial Management, BCom Accounting or any relevant qualification	SSC: T/37.(2024)	BLOEMFONTEIN	Ms. MM Tshabalala 051 404 4274	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	3

U.	ORGANISATIONAL AND HUMAN RESOURCE DEVELOPMENT DIRECTORATE			TOTAL NUMBER		7
NO	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRES	SKILLS	POSTS
38	Public Admin/ Public Management/ Office Management and Technology or any relevant qualification.	HRP: U/38.(2024)	BLOEMFONTEIN	Mrs. G Ramoeletsi 051 404 8856	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	3
39	Social Sciences.	EHW: U/39.(2024)	SASOLBURG	Mrs. MR Moroka 051 404 4144	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	2
40	Social Sciences.	EHW: U/40.(2024)	PHUTHADITJHABA	Mr s. MR Moroka 051 404 4144	Computer Literacy, Verbal and written	2

					Communication, and Ethical Conduct.	
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V. COMMUNICATION SERVICES DIRECTORATE				TOTAL NUMBER		1
NO	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRES	SKILLS	POSTS
41	Graphic Design.	COM: V/41.(2024)	BLOEMFONTEIN	Mr. L Mofokeng 051 404 8359	Computer Literacy, Verbal and written Communication, and Ethical Conduct.	1

Y. FINANCIAL ACCOUNTING DIRECTORATE				TOTAL NUMBER		5
NO	QUALIFICATIONS DEGREE/ DIPLOMA	REFERENCE NUMBER	LOCATION	ENQUIRES	SKILLS	POSTS
42	BCom Accounting, B.Com Internal Auditing, BTech Cost and Management Accounting, BTech Internal Auditing, BTech Financial Information Systems	FA: Y/42.(2024)	BLOEMFONTEIN	Ms. A Minnie 051 404 8118	Computer Literacy, Verbal and written Communication Ethical Conduct	5
						116

<p>ALL APPLICATIONS SHOULD BE POSTED TO:</p> <p>For Attention: Mrs. Tshepiso Supi, Organizational and Human Resource Development Directorate, Free State Department of Education, Private Bag X20565, Bloemfontein, 9300,</p>	<p>HAND DELIVER TO:</p> <p>204 Sinodale Building, Corner Andrew and Aliwal Streets, Bloemfontein</p>
<p>EMAIL: Internship.Office@fseducation.gov.za/ HRD@fseducation.gov.za.</p>	

APPLICATIONS : Indicate the Reference Number and Position you are applying for on the Application Form (Z83), and post your complete application to the address as indicated: For Attention: Mrs. Tshepiso Supi, Organizational and Human Resource Development Directorate, Free State Department of Education, Private Bag X20565, Bloemfontein, 9300, or hand deliver at: 204 Sinodale Building, Corner St. Andrews and Aliwal Streets, Bloemfontein OR email to Internship.Office@fseducation.gov.za/ HRD@fseducation.gov.za.

CLOSING DATE: Friday, 15 November 2024 at 15:30.



ADV. TH MALAKOANE
SUPERINTENDENT GENERAL: EDUCATION

DATE: 16/10/2024