



Department of Trade, Industry & Competition: Internship Programme



the dtic

Department
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

the dtic - together, growing the economy

the dtic Customer Contact Centre: 0861 843 384

the dtic Website: www.thedtic.gov.za



the dtic **Internship Programme**

- It's a planned, structured, and well managed work experience programme that is occupationally-based and designed to help the intern to gain meaningful work experience, for period not exceeding twenty four (24) months.
- Unemployed graduates (youth category i.e. > 35 years) who need to gain workplace experience in areas as identified and advertised by **the dtic** in a particular period in time.
- The internship work experience should relate to the graduates' field of study



- The Purpose of **the** Internship programme is to provide unemployed graduates with **practical work experience** and accelerated development programmes to build essential occupational competencies required in the workplace
- Enhance employability of the qualified youth, thereby preparing them to become stronger contenders for jobs inside and outside the Public Service



Targeted beneficiaries

- Targeted groups include unemployed graduates
- Youth (between 18 & 35)
- South African Citizen
- Field of exposure relevant to **the dtic**



ADVERTISEMENT OF INTERNSHIP

- **the dtic** Internship opportunities are advertised annually between October and December using various media and **the dtic website**.
- Sowetan
- Sunday Times
- Daily Sun and local news papers
- The dtic website: www.thedti.gov.za



APPLICATION REQUIREMENTS

Prospective interns must submit the following documents when applying for an Internship opportunity and / or in response to the internship advert:

- Application form (Z83)
- A short Curriculum Vitae
- Academic record from tertiary institution
- Certified copies of qualifications



SELECTION PROCESS

- The interns must have completed a relevant and advertised qualification ;
- Interns must also be in the youth (18-35) category ;
- Academic performance will be considered;
- Interns will undergo assessments, interviews and security checks process before they can be appointed.



ROLES AND RESPONSIBILITIES OF INTERNS

- Enter into employment contract with **the dtic**
- Enter into performance agreement with the mentor/coach
- Adhere to the rules, regulations, policies and protocols of the department
- Participate in the Learning Centre prescribed development programmes and other scheduled activities.
- Ensure that copies of the performance agreement and quarterly reviews are submitted.



MANAGEMENT OF the dtic INTERNSHIP PROGRAMME

- Interns are appointed on a fixed term contract of 24 months and assigned to well trained and experienced mentors;
- They get an allowance / Stipend per month for the duration of their internship.
- Interns attend an Internship Development Programme;
- Interns also get an opportunity to attend various development interventions such as training and conferences.
- Interns sign a performance agreement that will stipulate their work plan for the year



MANAGEMENT OF the dtic INTERNSHIP PROGRAMME

- The practical work activities are reviewed every quarter to check the progress;
- The Department does not have an obligation to keep the interns longer than stipulated by the contract, nor to employ the students permanently;
- At the end of their internship, interns receive the certificate of completion.



CONTACT PERSONS

Internship:

Nonhlahla Sindane

Office number : 012 394 1632

NSindane@thedtic.gov.za



