

DEPARTMENT OF HUMAN SETTLEMENT

The Department of Human Settlements is contributing towards skills development by providing opportunities to unemployed graduates to gain work experience in various skills areas. The Department is therefore inviting applications for the internship programme that runs for a period of twenty-four (24) months. People with Disability are encouraged to apply

- APPLICATIONS** : Applications must be forwarded electronically to the following email address:
DoHS@tanatanatosolutions.co.za
- CLOSING DATE** : 14 February 2025
- NOTE** : Requirements: Applicants must be South African citizens, unemployed graduates and have not been exposed to an internship programme before. Note: It will be expected from the selected candidates to be available for interviews on a date and place as determined by the National Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal record. If you apply for more than one position in the Department, please submit separate applications for each position. Applications must be submitted on a Z83 Form (new Z83 Form which is effective as from 01 January 2021) obtainable from the Department of Public Service and Administration website: www.dpsa.gov.za or may be collected from the National Department of Human Settlements, Govan Mbeki House, 260 Justice Mohammed Street or any Government Department. Please ensure that the correct reference number appear on the Z83 form. All applications must be accompanied by a CV only. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within four months after the closing date of this advertisement, please accept that your application was unsuccessful. The National Department of Human Settlements reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

**INTERNSHIP PROGRAMME
TWENTY-FOUR (24) MONTHS**

OTHER POSTS

- POST 02/27** : **OFFICE OF THE DIRECTOR-GENERAL INTERNSHIP PROGRAMME REF NO: DOHS01/2025 (X1 POST)**
Directorate: Strategic Planning, Monitoring & Reporting
- STIPEND** : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Public Administration, Business Administration or Social Sciences
ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
- POST 02/28** : **INTERNAL AUDIT REF NO: DOHS/02/2025 (X1 POST)**
Branch: Office of the Director-General
Directorate: Internal Audit
- STIPEND** : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Internal Audit
ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
- POST 02/29** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME REF NO: DOHS/03/2025 (X1 POST)**
Branch: Corporate Services
Chief Directorate: Human Resource Management
- STIPEND** : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Human Resource Management/Human Resource Development/Public Management
ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

<u>POST 02/30</u>	:	<u>ICT & RECORDS MANAGEMENT INTERNSHIP PROGRAMME REF NO: DOHS/04/2025 (X1 POST)</u> Branch: Corporate Services Chief Directorate: ICT & Records Management
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma Information Communication Technology/Certificate such as CompTIA/bachelor's degree in IT or computer Science.
<u>ENQUIRIES</u>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
<u>POST 02/31</u>	:	<u>COMMUNICATIONS INTERNSHIP PROGRAMME REF NO: DOHS/05/2025 (X1 POST)</u> Branch: Corporate Services Chief Directorate: Communications
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Social Media/Content Management/Community Management/Graphic Design/Multimedia Specialists/Audio Visual Experience
<u>ENQUIRIES</u>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
<u>POST 02/32</u>	:	<u>LEGAL SERVICES INTERNSHIP PROGRAMME REF NO: DOHS/06/2025 (X1 POST)</u> Branch: Corporate Services Chief Directorate: Legal Services
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree LLB
<u>ENQUIRIES</u>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
<u>POST 02/33</u>	:	<u>FINANCIAL MANAGEMENT SERVICES INTERNSHIP PROGRAMME REF NO: DOHS/07/2025 (X1 POST)</u> Branch: Chief Financial Services Chief Directorate: Financial Management Services
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/B-Tech/B degree in Financial Accounting/Auditing.
<u>ENQUIRIES</u>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
<u>POST 02/34</u>	:	<u>GRANTS MANAGEMENT SERVICES INTERNSHIP PROGRAMME REF NO: DOHS/08/2025 (X1 POST)</u> Branch: Chief Financial Officer Chief Directorate: Grants Management Services
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Cost Management Accounting/Financial Management/Financial Accounting/Business Management.
<u>ENQUIRIES</u>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135
<u>POST 02/35</u>	:	<u>SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME REF NO: DOHS/09/2025 (X1 POST)</u> Branch: Chief Financial Officer Directorate: Supply Chain Management
<u>STIPEND</u>	:	R7 450.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/B-Tech/B degree in Logistics/Purchasing Management/Supply Chain Management or equivalent
<u>ENQUIRIES</u>	:	Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/36 : **COMPLIANCE AND ENTITIES OVERSIGHT INTERNSHIP PROGRAMME REF NO: DOHS/10/2025 (X2 POSTS)**
Branch: Entities Oversight, IGR Monitoring & Evaluation
Chief Directorate: Compliance and Entities Oversight

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : LLB/BCom Law/Performance Planning & Monitoring/Financial Management/Public & Business Management/Compliance & RM and IA

ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/37 : **SECTOR INFORMATION MANAGEMENT SYSTEM (IMS) AND PERFORMANCE MONITORING AND EVALUATION INTERNSHIP PROGRAMME REF NO: DOHS/11/2025 (X2 POSTS)**
Branch: Entities Oversight, IGR Monitoring & Evaluation
Chief Directorate: Sector Information Management System (IMS) and Performance Monitoring and Evaluation

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Built Environment/Town and Regional Planning/ Project Management and Information Technology/Public Management.

ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/38 : **INTERNATIONAL RELATIONS INTERNSHIP PROGRAMME REF NO: DOHS/12/2025 (X1 POST)**
Branch: Entities Oversight, IGR Monitoring & Evaluation
Directorate: International Relations

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Degree/Diploma in International Relations

ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/39 : **IGR & CAPACITY ASSEMBLY INTERNSHIP PROGRAMME REF NO: DOHS/13/2025 (X1 POST)**
Branch: Entities Oversight, IGR Monitoring & Evaluation
Chief Directorate: IGR & Capacity Assembly

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/Degree in Public Administration

ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/40 : **EMERGENCY HOUSING INTERNSHIP PROGRAMME REF NO: DOHS/14/2025 (X3 POSTS)**
Branch: Informal Settlements Upgrading and Emergency Housing
Chief Directorate: Informal Settlements Upgrading and Emergency Housing

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Project Management and Civil/Structural Engineering

ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/41 : **INFORMAL SETTLEMENTS UPGRADING INTERNSHIP PROGRAMME REF NO: DOHS/15/2025 (X3 POSTS)**
Branch: Informal Settlements Upgrading
Chief Directorate: Informal Settlements Upgrading

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Built Environment (Quantity Survey) Construction Management and Town Planning

ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/42 : **HUMAN SETTLEMENTS PLANNING SUPPORT INTERNSHIP PROGRAMME REF NO: DOHS/16/2025 (X3 POSTS)**
Branch: Research, Policy Strategy & Planning
Chief Directorate: Human Settlements Planning Support

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Town and Regional Planning, Human Settlements Policy, Project Management and Financial Analysis.

ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/43 : **HUMAN SETTLEMENTS POLICY DEVELOPMENT INTERNSHIP PROGRAMME REF NO: DOHS/17/2025 (X1 POST)**
Branch: Research, Policy Strategy & Planning
Chief Directorate: Human Settlements Policy Development

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Public/Social/Development Studies/Social Sciences/Public Management/Administration/Human Settlements.

ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/44 : **HUMAN SETTLEMENTS SECTOR RESEARCH INTERNSHIP PROGRAMME REF NO: DOHS/18/2025 (X2 POSTS)**
Branch: Research, Policy Strategy & Planning
Directorate: Human Settlements Sector Research

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Economics/Statistics/Financial Modelling/Human Settlements
ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/45 : **TRANSVERSAL PROGRAMMES AND PROJECTS INTERNSHIP PROGRAMME REF NO: DOHS/19/2025 (X2 POSTS)**
Branch: Affordable, Rental and Social Housing
Chief Directorate: Transversal Programmes and Projects

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Project Management/Public Administration/Development
ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/46 : **RENTAL AND SOCIAL HOUSING INTERNSHIP PROGRAMME REF NO: DOHS/20/2025 (X1 POST)**
Branch: Affordable, Rental and Social Housing
Chief Directorate: Rental and Social Housing

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Degree in Housing/Human Settlements/Project Management
ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135

POST 02/47 : **AFFORDABLE HOUSING INTERNSHIP PROGRAMME REF NO: DOHS/21/2025 (X2 POSTS)**
Branch: Affordable, Rental and Social Housing
Chief Directorate: Affordable Housing

STIPEND : R7 450.75 per month
CENTRE : Pretoria
REQUIREMENTS : Degree in Housing/Human Settlements/Project Management
ENQUIRIES : Ms Fikiswa Jama Tel No: (012) 444 9075 or Mr Pumlan Peter Tel No: (012) 444 9072, Tebogo Racheke Tel No: (012) 444 9135