

Internship Programme 2021/2022



- Remuneration: The Interns will receive a stipend of R4 000.00 per month for Diploma and R7 000.00 per month for Degree
- Duration: 24 months

The Roads Agency Limpopo is an equal opportunity, affirmative action employer. It is our intention to promote representativity (race, gender and disability) through the filling of internships positions. Applications are invited from unemployed graduates who seek practical experience to apply for internships in the business units mentioned below. The internship is aimed at enhancing employability of graduates as potential employees.

Business Units	Field of Study	Division	No of Interns	Duties
Human Resource Management	National Diploma / BTech Human Resource Management	Human Resource	2	<ul style="list-style-type: none"> • Conditions of Service • Recruitment • HR data capturing & any other Human Resource related matters. • Training and development • Administration of Bursaries
	National Diploma/ Degree Public Management BCom HR / BA HR			
	National Diploma/ BTech Labour Relations/ Industrial Relations			
Finance	A Diploma in Secretarial Studies / Office Administration or equivalent	PA to CFO	1	<ul style="list-style-type: none"> • Keep and co-ordinate meetings and diary of Chief Financial Officer. • Answer telephone, refer calls, and take messages. • Perform all filing in accordance with procedures. • Prepare and submit travel and subsistence claims. • Order refreshments, prepare and make arrangements regarding venue and catering bookings for lunches
	(Three year Degree or Diploma): National Diploma/ B Degree majoring in Financial Accounting, Cost and Management Accounting or Financial Management.	Finance	2	
	National Diploma/ Degree in Supply Chain Management / Purchasing Management / Logistics/ Asset Management	SCM	2	
Engineering	BSc / BEng / BTech in Civil Engineering	Operations	2	<ul style="list-style-type: none"> • Prepare tender documents • Attend site inspections and meetings • Assist with road and bridges scoping reports and designs, design calculations, drawings, report and admin related to projects • Contribute to discussions on project designs.
		Planning and Design	3	
		Land Use Management	3	
Office of the Company Secretary	Law (Minimum Qualification: LLB and Admission as an Attorney)	Office of the Company Secretary Management	1	<ul style="list-style-type: none"> • Facilitate compliance with primary legislation and regulations impacting on the statutory and regulatory obligations of RAL, e.g. PFMA, Treasury Regulations, King IV, RAL Act etc • Ensure policies are in place and that approved policies are updated and implemented • Review and update the Compliance Checklist on an ongoing basis • Facilitate the management of corporate ethics within RAL • Conduct research on latest corporate governance best practices and on matters required by the Company Secretary • Prepare for Board and Committee meetings and ensure documents are compiled and circulated to Board and Committee Members within stipulated timeframes • Record meetings and ensure safekeeping of minutes • Assist Company Secretary to prepare Agendas, Action Lists and Resolution Registers • Facilitate the execution of resolutions of the Board of Directors and its Committees • Ensure that statutory returns are filed and up-to-date • Provide administrative support to the Company Secretary
Legal Services	Law (Minimum Qualification: LLB and Admission as an Attorney)	Legal Services	1	<ul style="list-style-type: none"> • Draft contracts in compliance with statutory and regulatory requirements • Liaise with divisions and provide pro-active and reactive legal advice and support • Conduct legal research, investigate facts and apply legal principles to formulate and advise stakeholders on legal matters • Facilitate briefs and instructions being handled by external legal representatives • Prepare monthly and quarterly reports • Attend to the resolution and/or settlement of claims and litigations • Prepare and collate necessary legal and litigation-related documents • Maintain and administer contracts register • Continuously monitor, on the widest possible basis, the legal environment to keep up to date with legal developments • Draft, vet, review, peruse and advise on various types of documents such as service level agreements, MoAs and MoUs and other agreements • Provide administrative support to the Legal Services division
Internal Audit	National Diploma / B degree in Internal Auditing		1	<ul style="list-style-type: none"> • Assist with planning and development of audit programme • Assist in execution of audit as per audit program • Assist in reporting audit findings • Assist in conducting follow-up audit • Assist in conducting management request or ad hoc audits • Preparing audit files and maintaining good records
Governance, Risk and Compliance	National Diploma/ Degree in Environmental Management/ Environmental Science	Environmental Management	2	<ul style="list-style-type: none"> • To provide technical input, review and evaluate all Environmental Management Reports • To register all environmental reports and authorizations • Review and register monthly environmental monitoring reports • Capture and update the database for borrow pits & closure certificates
	National Diploma / Degree in Risk Management	Enterprise Risk Management	2	
Communications	Matric / Grade 12 Relevant tertiary qualification in Public Relations or Media Studies or Marketing and Communications		1	<ul style="list-style-type: none"> • Assist with administration and updating of RAL's electronic media (website and social media) • Conceptualize and write positive image building stories (news) about RAL and ensure they are published • Proofread and edit all the stories to ensure error-free articles are published • Coordinate the compilation and production of the Internal and external corporate publications • Coordinate and graphic design the production of marketing and branding material for RAL • Assist with event management and branding • Track all media reports and evaluate publicity coverage on RAL • Visit road infrastructure projects and profile the in the corporate publications • Liaise with stakeholders on relevant matters as instructed by the supervisor • Compile monthly reports - Take photographs of RAL projects and relevant stakeholder - Perform Stakeholder management duties - Perform any other duty directed by the supervisor
Monitoring and Evaluation	Dip/BCom / relevant tertiary qualification in Monitoring and Evaluation	Monitoring and Evaluation	1	<p>Strategic Planning</p> <ul style="list-style-type: none"> • Assist with coordinating SP & APP Sessions • Assist with analysing and verifying Units' inputs from SP & APP Sessions • Assist with reviewing final SP & APP documents before final submission. <p>Monitoring & Reporting</p> <ul style="list-style-type: none"> • Assist with tracking & monitoring Quarterly Organisational Performance • Assist with analysing, verifying & validating reported performance against PoE • Assist with reviewing Annual Performance Report before final submission • Assist with the preparing & finalising Portfolio Committee Reports • Assist with preparing & finalising SCOPA Responses.

Application instructions: A detailed CV, with at least two contactable referees accompanied by an application letter stating the field of study and recent certified copies of educational qualifications (academic transcript and identity document (with an original certification stamp) must be submitted. Failure to submit required documents will result in the application not being considered.

• Applications will only be considered for South African citizens aged between 18-35 Candidates who have already participated in an Internship Programme in any Government Department or Parastatal will NOT be considered • No faxed or e-mailed applications will be accepted • Preference will be given to candidates from the Limpopo Province • A pre-employment security screening will be conducted on candidates relating to RSA citizenship, criminal record, verification of qualification. The outcome of this screening will be considered to determine suitability for employment • Applications, qualifications and CVs will not be returned • Correspondence will be limited to short-listed candidates only • The Agency reserves the right to withdraw and or/ not fill a post • Due to the large number of applications we envisage receiving, applications will not be acknowledged. You may, however, contact the Agency to check your application • Applications received after the closing date will not be considered.

Applications should be forwarded by post to the: Executive Corporate Services, Roads Agency Limpopo, Private Bag X9554, Polokwane. For attention: Ms MJ Boshelo or hand delivered during office hours (08:00-16:30) at Office No 2-35 (Registry), Roads Agency Limpopo, 26 Rabe Street, Polokwane.

Enquiries: Ms Thandi Hlabangwane and Ms Doris Moloto 015 284 4600. The closing date for applications: 19 March 2021.

If no notification of appointment is received within 60 days of the closing date, applicants must accept that their applications have been unsuccessful and are hereby thanked for applying.