

## **Premier's Advancement of Youth (PAY) Project**

### **Guide for the recruitment, selection and placement process**

#### **1. Background**

In May 2012, the Premier of the Western Cape launched the Premier's Advancement of Youth (PAY) project. The aim of the PAY project is to create the opportunity for matriculants to gain workplace experience in the Western Cape Government (WCG). The internship allows for a year of mentoring, decision-making about a future career, on-the-job training and the developing of skills to make the intern more employable and marketable.

#### **2. Purpose**

The purpose of this document is to outline the recruitment, selection and appointment processes in order to attract interested, suitable candidates.

#### **3. Internship description**

Interns will be placed in a provincial government department to help mainly with clerical and administrative work. At the same time interns will be exposed to the workings of the public sector more broadly with the ultimate aim of enticing them to consider a career in the sector.

The Western Cape Education Department (WCED) also provides opportunities at a primary school where interns could assist with extra-curricular activities, as well as provide classroom, ICT and/or library support. The primary school environment provides an opportunity for interns to serve as positive role models for young children, while, at the same time, building their own confidence.

#### **4. The ideal intern**

The ideal candidate must be of good character, have a good behaviour record and have an interest in working in the public sector. The successful candidate should display the following characteristics:

- Interested in pursuing a career in the public service;
- Willingness to assume responsibility for his or her personal development;
- A desire to develop employability skills and to gain workplace experience;
- Willingness to take on entrance-level duties
- Be receptive to feedback and mentoring;
- Willingness to be flexible and to accept many tasks in the interest of gaining work experience;
- Willingness to learn and take instruction;
- Willingness to share talents, abilities and interests;
- Be pleasant and friendly;
- Hard-working
- Have the ability to work in a team

## **5. Relevant documents required**

Prospective candidates will be required to present the following documents:

- A certified copy of matric results upon application
- A certified copy of identity document upon application
- A brief statement containing the following:
  - Personal details
  - Personal profile
  - Key skills
  - Key achievements
  - Hobbies and interests

## **6. Terms of appointment**

Interns will be required to attend an on-boarding process during the first week of April 2014 before commencing the internship. This includes work readiness training, and induction into government. A mandatory departmental and unit orientation session will follow in the next week.

It must be emphasised that when accepting the internship the learner becomes an employee of the WCG and, as such, subject to the same procedures and policies with regards to leave taking, absenteeism, disciplinary matters, etc. as permanent employees. Interns will be required to sign an agreement to this effect.

## **7. Monthly stipend**

During the year of placement, the intern will receive a monthly stipend to be paid by the WCG departments to cover travel costs, meals and basic living expenses.

## **8. Placement**

Selection is done with the intention of placing interns, where possible, in the provincial government department of their choice. The aim is to place interns in directorates close to where they live, which means that they might not necessarily be accepted into the department they apply for.

In the WCED, interns will be placed in well-functioning primary schools in the Western Cape, as close as possible to where they live. The selection of schools and the placements will be done in collaboration with the education district offices.

## **9. Recruitment process**

### **9.1 Target group**

The Premier of the Western Cape has agreed to provide an internship offer to matriculants of 2013. Recruitment targets will be based on the number of placements available in each provincial department and the demographic profile of the Western Cape Province.

## 9.2 Selection criteria

The project will focus on Western Cape matriculants who:

- Are not going to study further in 2014
- Are unemployed
- Have written and passed the National Senior Certificate (NSC) in 2013 in the Western Cape
- Are South Africa citizens, residing in the Western Cape
- Have no network or support to help them make career choices
- Are financially constrained
- Are between the ages of 18 and 24

The following additional selection criteria will apply in the case of the provincial government departments:

	<b>Department</b>	<b>Criteria</b>
1	<b>WCED</b>	<ul style="list-style-type: none"> <li>• Good matric passes in Home Language, an additional Western Cape official language and Mathematics or Maths Literacy</li> </ul>
2	<b>Agriculture</b>	<ul style="list-style-type: none"> <li>• The candidates must have passed Mathematics</li> <li>• The candidates must have indicated an interest in Agriculture</li> </ul>
3	<b>Health</b>	<ul style="list-style-type: none"> <li>• Must have good passes in either or: Maths, Accounting, Computer Literacy, Biology or Physics</li> <li>• Fluency in English is compulsory</li> <li>• Area of residency will be taken into consideration</li> </ul>
4	<b>Community Safety</b>	<ul style="list-style-type: none"> <li>• The interns should have an overall average of 70% and above in English, Math/Math literacy and computer literacy</li> <li>• Good writing as well as verbal communication skills</li> <li>• Interns should be computer literate with basic IT skills</li> </ul>
5	<b>Cultural Affairs &amp; Sport</b>	<ul style="list-style-type: none"> <li>• Computer literacy</li> <li>• Good reading and writing abilities</li> <li>• Driver's licence a bonus</li> <li>• <u>Students should have passed any of the following subjects:</u> History, Geography, Accounting, Mathematics, English, Business Economics, Social Sciences/Tourism</li> <li>• <u>Students should be interested or passion for:</u> Museums or Heritage Services, Language or Cultural Services, Sport, Library Services, Finance, Admin, Marketing and Communication, Supply Chain Management</li> </ul>
6	<b>Economic Development &amp; Tourism</b>	<ul style="list-style-type: none"> <li>• A pass in any three of the following subjects: Economics/Business Economics, English, Mathematics or Accounting</li> <li>• Fluency in two of the three official languages of the Western Cape</li> <li>• Must be Computer literate (Windows, Word, Excel)</li> <li>• A pass in Travel &amp; Tourism could be advantage</li> <li>• Good written and communication skills</li> </ul>
7	<b>Department of the Premier</b>	<ul style="list-style-type: none"> <li>• A pass in Mathematics and Accounting (for the Finance section)</li> <li>• Computer literacy (Windows, Word, Excel) (IT)</li> <li>• Interests in: Office administration/management</li> </ul>
8	<b>Environmental Affairs &amp; Development Planning</b>	<ul style="list-style-type: none"> <li>• No specific criteria required</li> </ul>
9	<b>Human Settlements</b>	<ul style="list-style-type: none"> <li>• Must have Mathematics and/or Accounting as a subject if exposure to financial management is required</li> <li>• Fluency in two of the official languages of the Western Cape</li> </ul>
10	<b>Local Government</b>	<ul style="list-style-type: none"> <li>• No specific criteria needed for the recruitment of PAY interns</li> </ul>
11	<b>Provincial Treasury</b>	<ul style="list-style-type: none"> <li>• Students with the following subjects: Economics, Accountancy and Mathematics</li> <li>• Students should at least have obtained 60% in these subjects</li> </ul>
12	<b>Social Development</b>	<ul style="list-style-type: none"> <li>• Passes in English, Mathematics or Mathematics Literacy</li> </ul>
13	<b>Transport and Public Works</b>	<ul style="list-style-type: none"> <li>• Must be willing to work hard, be responsible and willing to learn</li> </ul>

### **9.3 Application information**

Applications will be accepted annually during the first month of each year.

#### How to apply

Only online applications will be accepted.

Opening date for applications: 9 January 2014

Closing date for applications: 31 January 2014

#### Submitting an application – to be done online

- Complete a simple application form available on the website of the Western Cape Government. Visit: <http://www.westerncape.gov.za/PAY>

#### Selection process

The following process will be followed:

- The applications will be sent to the WCED for verification of results.
- Candidates will be pre-selected by departments based on the above-mentioned criteria.
- Departments will forward the information on the qualifying candidates to the respective units/mentors for interviews, selection and placement.
- Each department will appoint a project leader who will select candidates/oversee selection of candidates based on the department's own criteria.
- The selected candidates will be informed of their selection by the project leader.
- Candidates will enter into contracts with the departments concerned.

Candidates will, as far as possible, be placed in government departments of their choice. Where it is not possible they will be contacted and asked if they are willing to go to another department.