

Exciting opportunities for people who want to make a difference.

MANUAL APPLICATIONS

**REMUNERATION: INTERNS WILL RECEIVE A STIPEND OF R 4 430 PER MONTH
DURATION OF CONTRACT: 12 MONTHS ONLY**

What you need to have to be considered?

- You must be between ages of 18 – 35 years old
- Computer literate (Excel, Word)
- Have a National Senior Certificate (Grade 12)
- Residing within the western Cape Province

INSTRUCTIONS TO APPLICANTS:

Z83 forms (obtainable from any Government department or www.westerncape.gov.za) must:

- Be **fully** completed and clearly reflect the name of the position, name and date of the publication (candidates may use this as reference), signed and accompanied by a comprehensive CV. Applicants must utilize the most recent Z83 employment application form as issued by the Minister for the Public service and Administration in line with regulation 10 of the Public Service Regulations, 2016. **Failure to do so will result in disqualification of application.**
- A separate application form must be completed for each post.
- Applications must be forwarded to the address as indicated on the advertisement.
- No faxed or e-mailed applications will be accepted.
- Please ensure that you submit your application on/before the closing date as no late applications will be considered.
- CV's will not be returned.
- Competency/Proficiency tests may also be conducted prior conclusion of the final shortlist.
- Excess personnel will receive preference.
- On the day of the interview, shortlisted candidates will be required to:
 - Bring along recently (not older than 6 months) certified copies, of Identify Document (ID), driver's license (if applicable for the post), qualifications and/or proof of registration at relevant statutory body, for verification purposes. **Failure to adhere to the aforementioned could lead to his/her application being disqualified.**
 - Attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests.

Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.

As directed by the Department of Public Service & Administration, 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, criminal records, credit records and previous employment.

Internship only enquiries must be directed to the respective district listed below:

West Coast District: Portia Kotze, tel.no.(022) 487-9286

Cape Winelands Health District: Fernando Rangolie, tel.no. (023) 342-1993.

Central Karoo District: Cornell April, (044) 803-2762

Closing Date: 3 February 2023

Please submit your application:

West Coast District: For the attention of Portia Kotze, PG Nelson Street, West Coast District office, Malmesbury, 7300.

Cape Winelands Health District: For the attention of Fernando Rangolie, Cape Winelands District office, Private Bag X3079, Worcester, 6849.

Central Karoo District: For the attention of Cornell April, Garden Route District office, Private Bag X6592, George, 6530.



The Department of Health is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated.