



**Western Cape
Government**

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 exposure to skills training and development 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.

The Western Cape Education Department (WCED) also provides opportunities at head office, district offices and primary schools 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 and have a good behaviour record. The successful candidate should display the following characteristics:

- 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;
- Be hard-working; and
- 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 identity document upon application
- A brief CV, which includes personal details, with full physical address, key skills, achievements, hobbies and interests

6. Terms of appointment

The internship is from 1 April 2018 – 31 March 2019. Interns will be required to attend an on-boarding process before commencing the internship. This includes work readiness training, and induction into government. A mandatory departmental and unit orientation session will follow in the following 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-long internship, 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 mainly at head office, district offices and in well-functioning primary schools in the Western Cape, as close as possible to where they live. The selection of schools and the placements are done in collaboration with the education district offices.

9. Recruitment process

9.1 Target group

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 2018;
- Are unemployed;

- Have written and passed the National Senior Certificate (NSC) in 2017 in the Western Cape;
- Are South African citizens, residing in the Western Cape;
- Have no network or support to help them make career choices;
- Are not sure of the next step after school;
- Are financially constrained; and
- Are 24 years and younger.

The following additional selection criteria to apply in the thirteen departments:

	Department	Criteria
1	Agriculture	<ul style="list-style-type: none"> • The candidates must have passed Mathematics and Sciences • The candidates must have indicated an interest in Agriculture
2	Community Safety	<ul style="list-style-type: none"> • Computer Literacy • Fluency in two of the official languages of the Western Cape • Must be willing to work hard, be responsible and willing to learn
3	Cultural Affairs & Sport	<ul style="list-style-type: none"> • Computer literacy • Good reading and writing abilities • Driver's licence a bonus • <u>Students should have passed any of the following subjects:</u> History, Geography, Accounting, Mathematics, English, Business Economics, Social Sciences/Tourism • <u>Students should be interested or have a passion for:</u> Museums or Heritage Services, Language or Cultural Services, Sport, Library Services, Finance, Admin, Marketing and Communication, Supply Chain Management
4	Economic Development & Tourism	<ul style="list-style-type: none"> • A pass in any three of the following subjects: Economics/Business Economics, English, Mathematics, Accounting or Travel and Tourism • Fluency in two of the three official languages of the Western Cape • Must be Computer literate (Windows, Word, Excel) • Good written and verbal communication skills
5	Environmental Affairs and Development Planning	<ul style="list-style-type: none"> • Must be willing to work hard, be responsible and willing to learn
6	Health	<ul style="list-style-type: none"> • Must have good passes in either or: Maths, Accounting, Computer Literacy, Biology or Physics • Fluency in English is compulsory • Area of residency will be taken into consideration
7	Human Settlements	<ul style="list-style-type: none"> • Must have Mathematics and/or Accounting as a subject if exposure to financial management is required • Fluency in two of the official languages of the Western Cape
8	Local Government	<ul style="list-style-type: none"> • Must be willing to work hard, be responsible and willing to learn • Computer Literacy
9	Premier	<ul style="list-style-type: none"> • A pass in Mathematics and Accounting (for the Finance section) • Computer literacy (Windows, Word, Excel) (IT) • Interests in: Office administration/management
10	Provincial Treasury	<ul style="list-style-type: none"> • A pass in Economics, Accounting and/or Mathematics • Interest in office administration • Must be computer literate
11	Social Development	<ul style="list-style-type: none"> • Passes in English, Mathematics or Mathematics Literacy
12	Transport and Public Works	<ul style="list-style-type: none"> • Must be willing to work hard, be responsible and willing to learn. • Maths and Accountancy are not compulsory, but is recommended. (Learners without these subjects will not be excluded) • Applicants must clearly state their field of interest for example, finance, supply chain, building, road safety, etc.
13	WCED	<ul style="list-style-type: none"> • Good matric passes in Home Language, an additional Western Cape official language and Mathematics or Maths Literacy

9.3 Application information

Applications are accepted annually during the first month of each year while the project is running.

How to apply

Only online applications will be accepted.

Opening date for applications: **Monday, 08 January 2018**

Closing date for applications: **Friday, 26 January 2018**

Submitting an application – to be done online

Complete an online application form available on the Western Cape Government website. Visit: <http://www.westerncape.gov.za/PAY>

- Ensure that you bring along a copy of your identity document (ID) and CV.
- You will be asked to write a brief statement about yourself regarding your:
 - Key skills and abilities
 - Key achievements and experiences
 - Career objectives

Application tips:

- If you do not have an e-mail address, create one immediately. **You will need it to apply.**
- When applying you have to register first.
- Once you have registered successfully, you will receive an email with your username (your e-mail address) and password (one time pin number).
- You will use the username and password (one time pin number) to login and complete the application.
- After completion of the application you will receive a message: 'You have successfully applied for the PAY Project internship.'
- Please save your username and password in a secure place so that you are able to access it should you need to.
- Find the public library closest to you with internet access.
- Find the Thusong Service Centre closest to you and determine if they have internet access.

Selection process

The following process will be followed:

- The applications will be sent to the WCED for verification of results.
- Candidates will be provisionally selected by departments based on the above-mentioned criteria.
- The provisionally selected candidates will be:

- Invited to a personnel security check, which includes having fingerprints taken;
- Asked to complete an indemnity form;
- Asked to have the bank where they have an account complete a Z56 bank form and to sign it; and
- Asked to register with SARS to obtain a Tax number.

It is advisable that potential candidates open a bank account and obtain a SARS number before the personnel security check.

- Candidates who pass the personnel security check will be informed telephonically and via email by the PAY office of their appointment.
- Appointed candidates will enter into contracts with the departments concerned.
- Unsuccessful candidates will not be informed by the end of June 2018 of their status.

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.

The Western Cape Government has the right to verify each applicant's National Senior Certificate results with the Western Cape Education Department.

If you need any assistance with your application, call us at 0860 142 142 or the PAY office at 021 483 0743/4 between 8am and 4pm.