

CENTRE FOR PUBLIC SERVICE AND INNOVATION

- APPLICATIONS** : Applications should be hand-delivered to Centre for Public Service Innovation at Batho-Pele House (inside DPSA) 546 Edmond Street, Arcadia, Pretoria, 0007 (Applications received after closing date will not be considered) or e-mail to Recruitment@cpsi.co.za Faxed applications will not be considered.
- CLOSING DATE** : 19 February at 12:00
- NOTE** : It is the intention to promote representivity in the CPSI through the filling of this position. The candidature of applicants from designated groups and people with disabilities will receive preference. Applications quoting the correct reference number must be completed on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Each application for employment form (Z83) must be fully completed (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV is attached), signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applications using the incorrect application form (old Z83) will not be considered. All applications must be accompanied by fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications on or before the day of the interview following communication from Human Resources. Reference checks will be done during the selection process. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

INTERNSHIP 2024/25

The Centre for Public Service Innovation (CPSI) is committed to youth skills development by providing graduates with opportunities to gain work experience to complement their studies or immediately after completing their studies. Applications are invited for Internship position from promising graduates. The Internship programme will run for a period of twenty-four (24) months with no option for extension.

OTHER POST

- POST 04/01** : **LEGAL SERVICES REF NO: 0001/2024**
- STIPEND** : R7 043.25 per month (The CPSI will pay a monthly stipend, based on the qualifications, and determine by Directive on Internship Programme)
- CENTRE REQUIREMENTS** : Pretoria, Arcadia
- DUTIES** : An undergraduate degree in law
An undergraduate degree in law. The successful Intern will be exposed to the drafting of legal opinions, litigation matters; contracts and the drafting, processing and the interpretation of legislation related to the public administration. Personal Profile Basic skills that Interns should possess include office management; computer literacy; interpersonal skills; time management; teamwork; competencies focusing specifically on the public service and communication skills.
- ENQUIRIES** : Tshepo Buthelezi Tel No: (012) 683 2817/04