

## DEPARTMENT OF PUBLIC WORKS KWAZULU-NATAL



### A. CORE FUNCTION OF DEPARTMENT OF PUBLIC WORKS

The core function of the department is to provide infrastructure, as well as maintenance and repairs to buildings for client Departments including the Department of Health, Education, and others.

### B. BRIEF OUTLINE OF THE INTERNSHIP PROGRAMME

#### 1. INTRODUCTION

The Internship Programme is an initiative of the Department in that it is a means to address the scarce skills shortage in the Engineering and Quantity Surveying fields.

The Department is currently experiencing a shortage of Professionals in the Engineering and Quantity Surveying fields, therefore, most of the projects from client departments need to be outsourced to private consulting firms through the Supply Chain Management processes.

In order to address this gap, the Internship Programme has been launched.

#### 2. PRACTICAL WORK EXPERIENCE

Graduates are given the opportunity to obtain practical work experience in the disciplines they have studied towards, in order to become registered as Professionals in the relevant discipline i.e. Engineers and Quantity Surveyors. Graduates placed on the Internship programme in the Supply Chain Management (SCM) category will not be registered as professionals as this does not apply to the SCM field of work.

A specific training programme is compiled for each Intern upon assumption of duty, and the discipline specific guidelines from the Professionals Councils is used as a template for the training programme, making it easier down the line for the Intern to compile a Portfolio of Evidence based on the relevant experience he/she has obtained.

The practical work experience may to a large extent be performed at private consulting firms, which have been identified by the Department as willing to partner in this initiative to ensure that more graduates are getting relevant experience to speed up the registration process as a Professional.

Practical work experience is offered to graduates in the SCM field of work within the department.

### **3. MENTORSHIP**

Each Intern will have a Mentor assigned to ensure that advice and guidance is being given in all aspects of the work-life of the Intern, whilst obtaining the practical training needed to be registered as a professional.

All Interns, except those that are placed in the SCM category, are required to be registered as Candidates with the Professional Councils and log sheets need to be completed by the Intern and signed by the Mentor allocated to the Intern.

Mentors have to be registered with the relevant Professional Council before they are allowed to mentor an Intern. The Department of Public Works coordinates this process, specifically the Human Resource Development Sub-directorate.

Mentors from within the department will be allocated to those graduates appointed in the SCM category.

### **4. OTHER TRAINING**

An extensive Induction Programme is arranged for all Interns coming into the Department, which will allow the Intern to become familiar with the working environment as well as the Public Service as a whole.

Transversal training courses are also arranged for Interns to attend, for example, Office Management, Interpersonal Skills, Conflict Management etc, thereby allowing the Intern to broaden their knowledge in terms of people management.

### **5. MONITORING OF PROGRESS**

The progress of all Interns is monitored very closely to ensure that all processes that have been put in place within the Department are functional.

Mentorship Forums will be established for the Interns as well as their Mentors to voice any concerns and/or achievements that have been made in terms of progress, and the necessary action taken where applicable.

### **6. GENERAL**

A contract will need to be signed by the Intern spelling out the details of the employment relationship.

The salary of the Intern is based on qualifications, and is competitive in terms of private industry salaries.

Any graduate coming into the Internship Programme will be in a position to obtain Professional Registration status (Engineering and Quantity Surveying) within a relatively short period of time, due to the nature of the Programme as well as the involvement of the private consulting firms.

**To apply for an Internship address the application to:  
Department of Public Works  
Private Bag X9142  
Pietermaritzburg  
3200**

**Attention: The Deputy Manager: Human Resource Development**

**Contact numbers 033 897 6356/6357**

**No faxed or emailed copies are accepted.**

Internship application forms are available at [www.kznworks.gov.za](http://www.kznworks.gov.za)