



GRADUATE INTERNSHIP PROGRAMME FOR NON-TECHNICAL/SUPPORT FUNCTIONS

The National Health Laboratory Service (NHLS) is offering exciting internship opportunities (113 posts) on a 2 year fixed internship contract (Non-renewable). The Graduate Internship Program will commence on 1 April 2023. The Graduates will be based in the following NHLS divisions, regional offices and sites: Gauteng, KwaZulu-Natal, Limpopo/Mpumalanga, Free State/North West, Western/Northern Cape and Eastern Cape, NICD, NIOH and Corporate Divisions.

During this period, the individuals will attain practical experience through on-the-job coaching and mentoring. The interns will also receive a stipend. No accommodation or transport will be provided.

Minimum Requirements: Valid **Grade 12** Certificate/National Senior/ Matric Certificate (**NQF 4**) or equivalent. Higher National Certificates / Advanced National (Vocational) Certificates (**NQF Level 5**), or National Diplomas and Advanced Certificates (**NQF Level 6**), Bachelor's Degrees/BComm/Advanced Diplomas /BTech's (**NQF Level 7**) Postgraduate Diploma/BSc IT/BComm (**Honours**) (**NQF 8**) in one of the following relevant /equivalent disciplines/ support functions:

- Human resource management, industrial relations, industrial psychology, human resource development/
- Financial management/cost and management accounting,
- Supply chain/purchasing management, warehousing/stores, logistics, transport management, facilities,
- Information technology/computer science/ software development/software engineering/networking,
- Marketing and communication
- Internal audit and
- Office administration/public and business administration/ project management.

• Must be a South African citizen between the age of 18 – 35 years old • Excellent communication skills in English (written and verbal) • Computer Literacy/Technology Skills • Strong customer orientation • Drivers licence will be an added advantage.

Other Skills and Attributes: • Must be able to work as part of a team • Positive attitude, reliable and self-discipline approach • Be responsible, committed and results driven with emotional intelligence and resilience • Good interpersonal and organizational skills • Good technical/functional skills

Stipend: will be based on a relevant/ equivalent qualification level as indicated below:

- NQF Level 8 – R11 500,00 pm
- NQF Level 7 – R10 500,00 pm
- NQF Level 6 – R9 500,00 pm
- NQF Level 5 – R8 500,00 pm

NB. Please refer to the tables below to **apply for a relevant position**, when applying please use the correct **e-mail address** indicated **next to each regions/divisional positions**. Indicate the **name of the position** and **reference** on the e-mail **subject**, failure to do so your application will be disregarded. For further application instructions please see the last page (Page 6 of 6).

For any enquiries please contact 011 555 0458 to speak to an HR Officer.


1.Division: Corporate: Sandringham, Gauteng

Department	Job Title	Qualifications	Reference	Application e-mail address
Human Resources	Human Resource Intern X1	National Diploma: Human Resources Management; BTech - HR; BComm (HR)	CORP/HRM-01	Indicate the name of the position you are applying for and reference on the e-mail subject, failure to do so your application will be disregarded Application e-mail address: Corporate4@nhls.ac.za
	Employee Relations Intern X2	National Diploma: Human Resource Management/Employee/Industrial Relations	CORP/ER-01	
	OD and Transformation Intern X1	BCom:Industrial Psychology /HRM/OD (Honours)	CORP/ODT-01	
	Human Resource Development Intern X3	National Diploma: Training & Development/BTech/Postgraduate/ Advance Diploma: Human Resource Development	CORP/HRD-01	
Finance	Accounting Intern X2	National Diploma/Degree in Accounting / Cost and Management Accounting	CORP/A-01	
	Payroll Intern X1	National Diploma: Finance /Human Resource Management	CORP/P-01	
	Finance Intern X1	Higher Certificate/National Diploma/Advance Certificate: Accounting/Financial Management/Bookkeeping	CORP/F-01	
Information Technology	Microsoft System Engineering Intern X 5	National Diploma: Information Technology	CORP/MSE-01	
	Network Engineer Intern X 3	National Diploma: Information Technology with Networking	CORP//NE-01	
	Engineer Unix/Linux System Intern X 3	National Diploma: Information Technology and Linux Certificate	CORP/ELS-01	
Facilities	Project Administrator Intern X 1	National Diploma: Office Administration/Business Administration/Project Management	CORP/PA-01	
	Project Administrator: Building Intern X1	National Diploma:in Building related qualification/Project Management	CORP/PAB-01	
Supply Chain	Procurement/ Supply Chain Intern: X 7	Higher Certificate/Diploma/National Diploma/Degree in Supply Chain Management/ Purchasing/: Warehousing	CORP/SCM-01	
	Office Administrator Intern X1	Higher Certificate or National Diploma in Administration	CORP/OA-01	



	Logistics/ Warehousing Intern X 3	B, Com Honours: Transport Management and Logistics(Warehouse Management)	CORP/LW-01
Marketing and Communication	Web Content Intern X1	Degree, Diploma, or Advanced Diploma in Information Technology or Computer Science.	CORP/WC-01
	Graphic Designer Intern X1	National Diploma Graphic Arts, or Multimedia Design Diploma or Degree, Communication	CORP/GD-01
Risk & Audit	Internal Audit Intern X2	National Diploma in Internal Audit	CORP/IA-01

2.Division: NIOH, Braamfontein, Gauteng

Department	Job Title	Qualification	Reference	Application e-mail address
Human Resources	Human Resource Intern x 1	National Diploma: Human Resources Management; BTech - HR; BComm (HR)	NIOH/HRM-02	Indicate the name of the position you are applying for and reference on the e-mail subject, failure to do so your application will be disregarded Application e-mail address Recruiter3@nioh.ac.za
Supply Chain	Procurement/Supply Chain Intern X1	Higher Certificate/Diploma/National Diploma: Purchasing/Supply Chain Management	NIOH/SCM-02	
Information Technology	Analyst Developer Intern X2	National Diploma/Degree (Computer Science/ Software Development/Software Engineering	NIOH/AD-02	
	IT Support Engineer Intern X1	National Diploma or Degree in Information Technology.	NIOH/SE-02	

3.Division: NICD: Sandringham, Gauteng

Department	Job Title	Qualification	Reference	Application e-mail address
Information Technology	ETL Specialist Intern x 1	BSC Degree in Computer Science/Information Technology	NIOH/ETL-03	Indicate the name of the position you are applying for and reference on the e-mail subject, failure to do so your application will be disregarded Application e-mail address Recruiter1@nicd.ac.za
	Infrastructure Engineer Intern X 2	National Diploma in Information Technology	NICD/IE-03	
	Analyst Developer Intern X1	National Diploma/Degree (Computer Science/ Software Development/Software Engineering	NICD/AD-03	
	ICT Desktop Technician X 2	National Diploma or Degree in Information Technology.	NICD/DT-03	


4. Region: Eastern Cape, East London

Department	Job Title	Qualification	Reference	Application e-mail address
Human Resources	Human Resource Intern x 2	National Diploma: Human Resources Management; BTech - HR; BComm (HR)	EC//HRM-04	Indicate the name of the position you are applying for and reference on the e-mail subject, failure to do so your application will be disregarded Application e-mail address EC.Recruitment@nhls.ac.za
	Human Resource Development Intern x 1	National Diploma: Training & Development/BTech/Postgraduate/ Advance Diploma: Human Resource Development	EC/HRD-04	
Finance	Financial Intern X 1	Higher Certificate/National Diploma/BComm degree in Accounting/Financial Management	EC/F-04	
	Accounting Intern X 2	Higher Certificate/National Diploma /Degree in Accounting field	EC/A-04	
	Supply Chain/Procurement Intern X2	Higher Certificate/Diploma/National Diploma: Warehousing or Supply Chain Management	EC/SCM-04	
Operations	Office Administration Intern X4	Higher Certificate or National Diploma in Public/Business/Office Administration	EC/OA-04	
Facilities	Plumbing	N5 OR N6 National Certificate NQF5 OR 6 (Plumbing)	EC/P-04	
	Electrician	N5 OR N6 National Certificate NQF5 OR 6 (Engineering)	EC/E-04	

5.Region: Limpopo/Mpumalanga positions based in Pretoria, Gauteng

Department	Job Title	Qualification	Reference	Application e-mail address
Human Resources	Human Resource Intern X1	National Diploma: Human Resources Management; BTech - HR; BComm (HR)	LIMP/HRM-05	Indicate the name of the position you are applying for and reference on the e-mail subject, failure to do so your application will be disregarded Application e-mail address LIMPRegion@nhls.ac.za
Finance	Financial Intern X1	Higher Certificate/National Diploma/BComm in Financial Management	LIMP/F-05	
	Supply Chain/ Procurement Intern X1	Higher Certificate/Diploma/National Diploma: Purchasing/ Supply Chain Management	LIMP/SC-05	
	Logistics / Warehousing Intern X2	Certificate/Diploma/National Diploma: Purchasing/ Supply Chain Management/ Logistics/Warehousing	LIMP/LW-05	


6.Region: Western Cape/Northern Cape, Cape Town

Department	Job Title	Qualification	Reference	Application e-mail address
Human Resources	Human Resource Intern X3	National Diploma: Human Resources Management; BTech - HR; BComm (HR)	WCNC/HRM-06	Indicate the name of the position you are applying for and reference on the e-mail subject, failure to do so your application will be disregarded Application e-mail address Chris.mxhosana@nhls.ac.za
	Human Resource Development Intern X1	National Diploma: Training & Development/BTech/Postgraduate/ Advance Diploma: Human Resource Development	WCNC/HRD-06	
Operations	Project Administrator: Trial Coordinator Intern X1	Higher Certificate /National Diploma: Administration, knowledge of advance excel	WCNC/PA-06	
	Project Coordinator: Client Liaison Intern (X2)	Higher Certificate/ National Diploma Project Management	WCNC/PC-06	
Finance	Logistics / Warehousing Intern X3	National Diploma or Degree in Transport Management and Logistics(Warehouse Management)	WCNC/LW-06	
	Supply Chain/ Procurement Intern X1	Higher Certificate/Diploma/National Diploma: Purchasing/ Supply Chain Management	WCNC/SCM-06	
	Financial Intern X1	Higher Certificate/National Diploma/BComm in Financial Management	WCNC/F-06	

7.Region: Gauteng: Braamfontein

Department	Job Title	Qualification	Reference	Application e-mail address
Human Resources	Human Resource Intern X2	National Diploma: Human Resources Management; BTech - HR; BComm (HR)	GP/HRM-07	Indicate the name of the position you are applying for and reference on the e-mail subject, failure to do so your application will be disregarded Application e-mail address Tad.recruitment@nhls.ac.za
	Human Resource Development Intern X2	National Diploma: Training & Development/BTech/Postgraduate/ Advance Diploma: Human Resource Development	GP/HRD-07	
Finance	Financial Intern X2	Higher Certificate/National Diploma/BComm in Financial Management	GP/F-07	
	Supply Chain/ Procurement Intern X2	Higher Certificate/Diploma/National Diploma: Purchasing/ Supply Chain Management	GP/SCM-07	
	Logistics / Warehousing Intern X1	Higher Certificate/Diploma/National Diploma: Purchasing/ Supply Chain Management/ Logistics/Warehousing	GP/LW-07	


8. Region: KwaZulu/Natal: Durban

Department	Job Title	Qualification	Reference	Application e-mail address
Human Resources	Human Resource Intern X2	National Diploma: Human Resources Management; BTech - HR; BComm (HR)	KZN/HRM-08	Indicate the name of the position you are applying for and reference on the e-mail subject, failure to do so your application will be disregarded Application e-mail address zasembo.mkhize@nhls.ac.za
	Human Resource Development Intern X2	National Diploma: Training & Development/BTech/Postgraduate/ Advance Diploma: Human Resource Development	KZN/HRD-08	
Finance	Secretarial X2	Higher Certificate or National Diploma in Public/Business/Office Administration	KZN/S-08	
	Supply Chain/ Procurement Intern X2	Higher Certificate/Diploma/National Diploma: Purchasing/ Supply Chain Management	KZN/SCM-08	
	Logistics / Warehousing Intern X6	Higher Certificate/Diploma/National Diploma: Purchasing/ Supply Chain Management/ Logistics/Warehousing	KZN/LW-08	

9. Region: Free State / North West, positions based in Braamfontein, Gauteng

Department	Job Title	Qualification	Reference	Application e-mail address
Finance	Financial Intern X1	Higher Certificate/National Diploma/BComm in Financial Management	FSNW/F-09	Indicate the name of the position you are applying for and reference on the e-mail subject, failure to do so your application will be disregarded Application e-mail address FSNW.recruitment2@nhls.ac.za
	Logistics / Warehousing Intern X2	Certificate/Diploma/National Diploma: Purchasing/ Supply Chain Management/ Logistics/Warehousing	FSNW/LW-09	

NB. APPLICATION INSTRUCTIONS:

All successful interns must be prepared to work or be placed at various NHLS offices country-wide.

Interested persons who meet the requirements are invited to send their concise CV's, certified copies of identity document (ID) and qualifications/confirmation letter of completion together to the relevant email addresses above, quoting the reference number and the job title/name of the position.

Applicants must ensure that their applications have been received. Due to inherent job and operational requirements, the applicable pre-employment screening and relevant qualification verifications will be performed on successful candidates. Correspondence will be limited to short-listed candidates only. If you have not heard from the NHLS within 2 months of the closing date, please accept that your application was not successful.

The NHLS is an equal opportunity, affirmative action employer. The NHLS Employment Equity targets will guide the filling of positions. For further information about the NHLS, please visit the website at www.nhls.ac.za

CLOSING DATE: 28 February 2023