

Companies & Intellectual Property Commission (CIPC) Internship Programme 2012



CIPC (a member of the dti) is committed to youth skills development by providing graduates with opportunities to gain work experience to complement their studies. Applications are invited for an Internship Programme that would run for a period of 12 months. Interns will be placed at our Sunnyside Office (Pretoria).

CIPC is an equal opportunity employer and would therefore be guided by the principle of Employment Equity when considering applications. CIPC holds the right to place or not to place applicants, based on its needs and requirements.

What is an Internship?

As contemplated by Cabinet in December 2002, Internships are Public Service graduate work experience programmes targeting unemployed graduates. It gives students workplace experience or an opportunity to practise the work skills that they have studied for and will practise in the future.

Requirements

Applicants must be graduates in any one of the fields specified below and must be between the age of 18 and 35 years. Successful interns will be expected to sign an Internship Agreement.

Remuneration

Interns are offered R4 000.00, which is standard for all qualifications, namely:

A three- (3-) year National Diploma (ND) or degree obtained from a recognised tertiary institution.

Interns are required in the following divisions:

Field of Study	Business Unit	Division	No of Interns	Contact Person
ND/Degree: Commerce/ Administration/Public Management	Client Service	Customer Interface Unit	5	Mr D Raidoo, tel. (012) 394-3940
ND/Degree: Accounting/ Financial Management/Cost & Management Accounting	Management Accounting	Finance	2	Ms F Matshika, tel. (012) 394-5368
ND/Degree: Accounting	Financial Accounting	Finance	2	Mr T Lusenga, tel. (012) 394-5338
ND/Degree: Supply Chain/ Logistics/ Purchasing and Transport Management	Supply Chain Management	Finance	1	Mr L Chauke, tel. (012) 394-5351
ND/Degree: Security, Safety and/or Facilities Management & Administration	Facilities & Security	Finance	2	Mr A Oosthuisen, tel. (012) 394-3961
ND/Degree: Communications/ Public Relations/Marketing	Communications, Marketing & Stakeholder Relations	Communications, Marketing & Stakeholder Relations	2	Mr S Makhubu, tel. (012) 394-5400
ND/Degree: Human Resource Management/ Industrial Psychology/ Public Management	Human Capital	Human Capital	1	Ms N Maynard, tel. (012) 394-3998
ND/Degree: HR/Administration/ Public Administration/Public Management/Social Science	Organisational Performance	Strategic Support	2	Mr W Nape, tel. (012) 394-5408
Degree: Information Technology	Infrastructure Management	Information & Communication Technology	1	Mr E Mojanaga, tel. (012) 394-5520
BCom Degree: Financial Management/Business Economics	Compliance and Complaints & Business Rescue	OCIPE	6	Ms A Lotheringen, tel. (012) 394-1512
ND/Degree: Internal Auditing/ Risk Management	Compliance, Audit & Risk	Compliance, Audit & Risk	3	Ms N Mxaka, tel. (012) 394-5448
ND/Degree in Accounting &/or Law	Companies Amendment Stream	Companies	10	Mr V Nkohl, tel. (012) 394-5012
ND: Corporate Law/Degree: Law with a Certificate in Corporate Law an added advantage.	New Companies Stream	Companies	10	Mr E Manyelo, tel. (012) 394-5380

For applications to be accepted, please note the following:

- Applicants must list the reference number on their applications. Incomplete applications will not be considered
- If you apply for more than one post, you are required to submit a different or separate application for each post
- Qualification and SA citizenship checks will be conducted on the successful candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

People with disabilities are encouraged to apply.

All applications must be made through the CIPC website at <http://www.cipc.co.za/> or <http://www.cipc.drm-za.com/> Please contact the Recruitment Office at (012) 394-3912/5413 for website-related queries only.

For general enquiries, please contact Ms T Tsheole at (012) 394-3523 (office hours).

For enquiries pertaining to the business units/divisions, please contact the relevant officers mentioned in the above table.

Closing date for applications: 2 March 2012