



science and technology

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA



DST-NRF INTERNSHIP PROGRAMME 2015/16

TO : SCIENCE INSTITUTIONS
: SCIENCE COUNCILS
: SCIENCE DEPARTMENTS AT HOST INSTITUTIONS
: PRIVATE SECTOR COMPANIES
: HIGHER EDUCATION INSTITUTIONS

ATTENTION : HUMAN CAPACITY DEVELOPMENT OFFICIALS

FROM : MS JUNE-ROSE NGCOBO
ACTING DIRECTOR:
HUMAN AND INFRASTRUCTURE CAPACITY DEVELOPMENT
NATIONAL RESEARCH FOUNDATION

DATE : 25 JULY 2014

SUBJECT : INVITATION TO HOST INTERNS

The National Research Foundation (NRF) is responsible for the management of the DST-NRF Internship Programme in which unemployed Science, Engineering and Technology (SET) graduates and postgraduates are afforded an opportunity to acquire practical work experience and improve their competencies through mentoring and exposure to a research environment. Internship opportunities are also offered to successful candidates to gain experience in research management, research support and administration at public higher education and research institutions, through a partnership with the Southern African Research & Innovation Management Association (SARIMA).

The objectives of the programme are to:

- Establish a pool of skilled human resources for the Public and Private Sector, Science Councils, Science Institutions and the National System of Innovation (NSI);
- Provide university graduates and postgraduates with work experience in SET fields commensurate with their qualifications, thus increasing their chances of employment;
- Provide SET graduates and postgraduates with exposure to research and development projects that are critical to the NSI and to attract them to pursue careers in the National System of Innovation;
- Build capacity in research management at higher education institutions (HEIs) and research institutions.

INVITATION

An invitation is hereby extended to your institution to participate in the DST-NRF Internship Programme by hosting DST-NRF interns for a period of 12 months, from 01 April 2015 to 31 March 2016.

RECRUITMENT AND PLACEMENT TARGETS

The minimum requirement for placement is a Bachelor's degree in SET or related disciplines. For those interested in research management, an honours degree or a four-year degree is the required minimum qualification.

The programme aspires to achieve the following equity targets:

- 80% previously disadvantaged groups
- 50% women
- 4% people with disabilities

INTERN REQUESTS

We would like your institution to declare interest in participating in the Internship Programme. If your institution is interested, an invitation is extended to participate in the selection process of interns by providing the following information:

- Possible number of interns that could be accommodated by your institution;
- Area of specialisation/discipline of the required intern (s);
- Recommended level of qualification of each required intern;

To declare an interest, an official from the institution should apply online on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za> and look for the call 'Internship Programme-Host Institution 2015'. To create an application, go to My Applications, Create Application and complete all the sections of the application. Please go to my Applications, List of Applications to continue working on the same application.

Hosting institutions must ensure that all sections of the application are completed.

The closing date for declaration of interest is **28 August 2014**.

For technical online enquiries, please contact the Support Desk (Mondays to Fridays from 08h00 to 16h30) on: Tel: 012 481-4202 or E-mail: supportdesk@nrf.ac.za

ROLE OF THE HOST INSTITUTION

The responsibilities of host institutions are to:

- Identify suitable candidates from the list of applicants on the NRF Online Submission System, and conduct formal or telephonic interviews with the applicants (host institutions are advised to consider their Human Resource Plans when hosting interns and to consider interns as part of their staff development programmes.)
All possible mentors who are listed on the host institution's application, will have tools to access the applications of candidates.

- Supply the name/s of the individual/s who will be mentoring the intern/s;
- Obtain a commitment from the mentor to participate in the intern performance management system used in the programme and;
- Indicate the project through which the intern will be trained and provide a work plan for the year for each intern. This plan for the interns' development should include goals, targets, expected outputs and skills development. This must be discussed with the intern and co-signed by the mentor and mentee. It is critical that quarterly milestones are set to enable a fair assessment of the intern's progress. The mid-year reports should address the achievement of these milestones, or lack thereof. In case of the latter, remedial strategies should be suggested.

ROLE OF THE NRF

The NRF will:

- Recruit candidates by advertising all allocated intern positions;
- Allocate the number of interns that will be placed in each institution considering fair and equitable distribution amongst all institutions – in accordance to the set recruitment targets;
- Offer appointment to the recommended candidates;
- Pay the monthly salaries of appointed interns and;
- Host a mentor – mentee orientation and workshop session before interns assume duties at their respective host institutions.

SALARIES FOR THE INTERNS

The salaries of enrolled interns will be managed by the NRF. Interns will be paid a differentiated monthly salary according to the level of qualification as follows:

- R 5 772 for a bachelors graduate
- R 6 413 for an honours graduate and
- R 7 695 for a masters graduate

For any enquiries you are welcome to contact the following officials:

- Sello Raseruthe 012 481 4388 or
- Monwabisi Mfihlo 012 481 4023

Thank you for partnering with us.



Ms June-Rose Ngcobo

Acting Director: Human and Infrastructure Capacity Development