

## DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

### **CLOSING DATE: 18 October 2024**

*(Applications received after the closing date will not be considered. Should you not have received a response from DIRCO within 6 months, please consider your application as unsuccessful.)*

### **CADET PROGRAMME (REFERENCE NUMBER – POST 35/31)**

#### **APPLICATIONS:**

To apply, duly complete the online application by quoting the relevant reference number using the following link:  
<https://forms.office.com/r/7T1Ef0EztV>

### **GENERAL INTERNSHIP PROGRAMMES (REFERENCE NUMBER – POST 35/32)**

#### **APPLICATIONS:**

To apply, duly complete the online application by quoting the relevant reference number using the following link:  
<https://forms.office.com/r/rj2wAuxN02>

Ensure that the following documents are uploaded on the above online application for both posts:

Z83

CV

Certified ID

All Academic Transcripts

### **CADET PROGRAMME (REFERENCE NUMBER – POST 35/31)**

**Allowance:** Public Service Market-related Stipend

The Department of International Relations and Cooperation (DIRCO) is committed to the promotion of South Africa's national interests and values, the consolidation of the African Agenda and the creation of a better world for all. The Department's overall mandate is to work towards the realisation of South Africa's foreign policy objectives.

The Department invites confident and dynamic individuals to participate in a Cadet Programme. The Cadet training will include both theoretical (classroom-based) and practical modules on a variety of subjects relevant to the development of a well-rounded South African International Relations Practitioner.

#### **Department of International Relations: Cadet Programme 2025 - 2027**

**Duration of Programme:** 24 (twenty-four) months

**Number of Cadets to participate in the programme:** 25

**Qualification requirement:** Minimum NQF level 7

**Stipend:** R 7 450.63 per month

**Centre:** O R Tambo Building, Pretoria

#### **Requirements:**

- South African youth graduates between 18 - 35 years of age at the closing date of the advertisement
- South African Citizen
- A minimum three-year NQF Level 7 qualification within the following fields: International Relations, African Studies, Political Science, Economics, Law, International Trade and Investment, Political Economy, Development Studies, Development Economics, Public Governance/Administration and International Relations.

#### **IMPORTANT:**

- Only first time Cadet, Internship or Learnership Programme applicants will be considered.
- Successful candidates must be willing to sign an oath of secrecy with the Department.
- Applicants will be expected to be available for selection and interviews at a predetermined time, date and place. Cadets will be placed within the Department of International Relations and Cooperation at the Head Office in Pretoria. It is, therefore, required that candidates should have their own transport and accommodation.
- Only South African citizens between the ages of eighteen (18) to thirty-five (35) years old on the closing date of applications are eligible to apply for the Cadet programme.
- All appointments are subject to the verification of citizenship, reference checks and security vetting.
- Applicants will be subjected to employment suitability checks including security clearance and qualification verification processes.
- Candidates will also be subjected to a process of technical assessments.

- If you are in possession of foreign qualifications, an evaluation certificate from the South African Qualifications Authority (SAQA) must accompany your application.
- Failure to submit any of the required documents/information will result in the disqualification of your application.
- No late applications will be considered / accepted.
- Correspondence will be limited to short-listed candidates only; should you not be contacted within six (6) months after the closing date, please consider your application as unsuccessful.
- Please note that successful candidates will be expected to sign a Cadet Programme Contract/Agreement with the Department.
- All applicants shall complete the online *Microsoft Forms* application form.

**Competencies:**

- Interpersonal skills
- Communication (verbal and written) skills
- Computer literacy skills
- Research and analytical skills
- Sense of responsibility and initiative
- Ability to network and build relationships.
- Problem-solving and decision-making skills
- Team leadership, including diversity management.
- Customer focus and responsiveness.
- Applied strategic thinking.
- Negotiation skills.
- Cultural and security sensitivity
- Knowledge and understanding of SA Foreign Policy; National policies and priorities.
- Understanding of International Trade and Investment.
- Knowledge of Political Science and International Relations.
- Knowledge and understanding of South Africa, African Continent and Global Governance (multilateralism).

**Enquiries:** Mr Nkosinathi Shongwe, Tel: 012 351 1382

**GENERAL INTERNSHIP PROGRAMMES (REFENCE NUMBER – POST 35/32)**

**Allowance:** Public Service Market-related Stipend

The Department of International Relations and Cooperation (DIRCO) is committed to the promotion of South Africa's national interests and values, the consolidation of the African Agenda and the creation of a better world for all. The Department's overall mandate is to work towards the realisation of South Africa's foreign policy objectives.

The Department invites confident and dynamic unemployed individuals to participate in a General Internship Programme.

**Department of International Relations: General Internship Programmes 2025 - 2027**

**Duration of Programmes:** 24 (twenty-four) months

**Number of Interns to participate in the programmes:** 15

**Qualification requirement:** Minimum NQF level 7

**Stipend:** R 7 450.63 per month

**Centre:** O R Tambo Building, Pretoria

**Requirements:**

- Unemployed South African youth graduates between 18 - 35 years of age at the closing date of the advertisement
- South African Citizen
- A minimum three-year NQF Level 7 qualification within the following fields: Tourism & Hospitality Management, Supply Chain Management, Records Management/Information Science, Graphic Design & Communications, Human Resource Management and Public Administration

**IMPORTANT:**

- Only first time Cadet, Internship or Learnership Programme applicants will be considered.
- Successful candidates must be willing to sign an oath of secrecy with the Department.
- Applicants will be expected to be available for selection and interviews at a predetermined time, date and place. Interns will be placed within the Department of International Relations and Cooperation at the Head Office in Pretoria. It is, therefore, required that candidates should have their own transport and accommodation.

- Only South African citizens between the ages of eighteen (18) to thirty-five (35) years old on the closing date of applications are eligible to apply for the General Internship programme.
- All appointments are subject to the verification of citizenship, reference checks and security vetting.
- Applicants will be subjected to employment suitability checks including security clearance and qualification verification processes.
- Candidates will also be subjected to a process of technical assessments.
- If you are in possession of foreign qualifications, an evaluation certificate from the South African Qualifications Authority (SAQA) must accompany your application.
- Failure to submit any of the required documents/information will result in the disqualification of your application.
- No late applications will be considered / accepted.
- Correspondence will be limited to short-listed candidates only; should you not be contacted within six (6) months after the closing date, please consider your application as unsuccessful.
- Please note that successful candidates will be expected to sign an Intern Programme Contract/Agreement with the Department.
- All applicants shall complete the online *Microsoft Forms* application form.

**Competencies:**

- Customer focus and responsiveness.
- Interpersonal skills
- Communication (verbal and written) skills
- Information gathering and analytical skills
- Sense of responsibility and initiative
- Problem Solving Skills
- Computer literacy skills

**Enquiries:** Ms Koobashni Padayachee-Vacik, **Tel:** 012 351 0319