



DST-NRF INTERNSHIP PROGRAMME

INVITATION TO INSTITUTIONS TO HOST INTERNS IN 2018/19

The National Research Foundation (NRF) extends an invitation to institutions to indicate their interest to participate in the 2018/19 DST-NRF Internship Programme. Institutions will have an opportunity to host the DST-NRF interns for a period of 12 months, from 01 April 2018 to 31 March 2019. Public and Private Research Institutions, Public Universities and Private Sector Industries may apply to host DST-NRF Interns. This is a two phase process where in institutions are firstly invited to apply to host interns. Thereafter, institutions will be requested to identify suitable candidates from the list of applications on the NRF Online Submission System and to recommend interns for appointment in line with the number of interns allocated to each institution.

The NRF is responsible for the management of the DST-NRF Internship Programme in which unemployed Science, Engineering and Technology (SET) graduates and postgraduates, (including those in Social Sciences and Humanities), are afforded an opportunity to acquire practical work experience and improve their competencies through mentoring and an exposure to a research environment for a period of one year. 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 and Innovation Management Association (SARIMA).

The objectives of the programme are to:

- Establish a pool of skilled human resource 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 NSI;

- Build capacity in research management at higher education institutions (HEIs) and research institutions.

ELIGIBILITY FOR APPOINTMENT OF DST-NRF INTERNS

The minimum requirements for placement of intern candidates are as follows:

- Should be 35 years of age or younger at the time of submitting an application ;
- Hold a Bachelor's degree or an Advanced Diploma at NQF level 7 as a minimum qualification in SET or related disciplines and should strictly be in the final year of their study at the time of submitting an application.
- Be a South African citizen or South African Permanent Resident (with a valid South African Identity Document).

NON-ELIGIBILITY FOR APPOINTMENT OF DST-NRF INTERNS

- Candidates who hold a Diploma at NQF level 6 or below and PhD at NQF level 10
- Candidates who are in the first year of their MSc or MTech study
- Registered Doctoral (PhD and Dtech) students;
- Candidates who hold NRF or DST funded scholarships bursaries during the internship year

In line with the national imperatives for equity and redress, the programme is expected to achieve the following equity targets:

- 80% Blacks (Africans, Indians and Coloured)
- 55% women (Africans, Indians, Coloured and White)
- 4% people with disabilities

SALARY VALUES FOR INTERNS

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

- R 6 070 for a Bachelors/Advanced Diploma at NQF level 7 graduate;
- R 6 750 for an Honours' /Post Graduate Diploma/Btech at NQF level 8 graduate; and
- R 8 050 for a Masters/ Mtech at NQF level 9 graduate.

REQUESTS FROM INSTITUTIONS TO HOST DST-NRF INTERNS

In this first phase, institutions are invited to declare an interest in participating in the 2018/19 Internship Programme by providing the following information:

- Provide a brief summary of why the intern(s) are required by your institution in line with the institutional Human Resource (HR) needs;
- Indicate the number of interns that can be accommodated by the institution;
- Future plans for the required intern(s) beyond the internship period in alignment with the objective of the programme;
- Area(s) of specialisation or discipline for the required intern(s); and
- Recommended level of qualification of each required intern e.g. B.Sc./Hons or MSc level qualification.

NB: New institutions that would like to participate in the DST-NRF Internship Programme as host institutions should send an email requesting to be part of the programme to monwabisi@nrf.ac.za .

CRITERIA FOR NUMBER OF INTERNS ALLOCATED TO INSTITUTIONS

Following the expression of interest by institutions to host DST-NRF interns, the NRF will consider the following in allocating the number of interns to institutions:

- Request for interns aligned with institutional HR needs;
- Recruitment of interns aligned with the objectives of the programme; and
- Historical performance of the host institution in absorption of interns into full-time employment (not necessarily where the intern is placed) and/or enrolment into a higher degree at a public South African University
- Availability of budget and ministerial guidelines on equity and redress

HOW TO APPLY TO HOST DST-NRF INTERNS

All applications from host institutions must be submitted electronically on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za> .

Note: The application allows for multiple mentors to be listed under one consolidated application submitted by a Division/Unit/ Department or School of an institution so as to avoid individual applications.

Online applications must be duly authorised and approved by the Designated Authority (DA) of the institution who will then submit **one application** on behalf of the institution. See Annexure A for the institutional DA list. Only a Designated Authority (DA) may authorise an application for final submission to the NRF.

Interested host institutions must apply by following the steps below:

- Register / Login using your ID number and password on the NRF Online Submission System (<https://nrfsubmission.nrf.ac.za>) by clicking on New Registration menu item.
- Click on “My Applications” and select “Create Application”. Select the Call for which you are applying viz. Internship Programme – Host institution 2018.
- To continue working on the same application, please go to “My Applications”, “List of Applications”.
- Ensure that all sections of the application have been completed before selecting **Final Submit** for your application to be submitted for DA approval.
- Incomplete applications will not be considered.
- The closing date for submission of applications is **19 September 2017**.
- **Institutions are advised to complete their applications as soon as possible to prevent IT system overload near the closing date.**

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

RESPONSIBILITIES OF THE HOST INSTITUTION

The responsibilities of host institutions are to:

- Submit an application to host interns on the NRF Online Submission System;
- Identify suitable candidates from the list of applicants on the NRF Online Submission System, and conduct in person or telephonic interviews with the applicants. **All possible mentors who are listed on the host institution’s application will have tools to access the applications of candidates.**
- Host institutions are advised to consider their Human Resource Plans when selecting interns and to consider interns as part of their staff development programmes;

- Recommend at least 2 or 3 suitable candidates per position on the NRF Online Submission system for consideration and approval for appointment by the NRF;
Candidates with disability and or those previously funded by the National Student Financial Aid Scheme (NSFAS) should be given priority;
- 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 by the internship programme;
- Provide workstations, computers and all other resources that ensure adequate work exposure for required interns;
- Indicate the project through which the intern will be trained and provide a work plan for the year for each intern that includes 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; and
- Additionally, no institution may promise interns positions on completion of the internship as all contracts with interns clearly spell out that there is no guarantee that an intern will be appointed to a position in the institution where they are hosted. In cases where there are vacant positions, interns should be invited to apply in competition with other applicants.

Note: The programme allows appointed interns to exit the programme during the course of the internship year after serving a two weeks' notice period. The programme does not replace interns who exit during the course of the internship year.

RESPONSIBILITIES OF THE NRF

The NRF will be responsible for the following:

- Recruitment of candidates by advertising intern positions;
- Allocate the number of interns that will be placed at each host institution considering fair and equitable distribution amongst all institutions, in accordance with set recruitment targets and national imperatives;
- Appointment of interns from the recommended list of candidates submitted for each allocated position by the institution. Note that the NRF will prioritise candidates with disability as well as those who have been funded previously by the NSFAS for their studies;

- 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.

NRF CONTACT PERSONS

For any programme related inquiries please contact the following officials:

Mr Sello Raseruthe: Professional Officer – HICD. Telephone: 012 481 4388. E-mail: sello.raseruthe@nrf.ac.za .

Mr Monwabisi Mfihlo: Professional Officer – HICD. Telephone: 012 481 4023. Email: monwabisi@nrf.ac.za .