



science and technology

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA



RISA
Research and Innovation
Support and Advancement

**DST-NRF INTERNSHIP PROGRAMME
CALL FOR INSTITUTIONS TO HOST INTERNS
IN 2019/20**

FRAMEWORK DOCUMENT

**Directorate: Human and Infrastructure Capacity
Development (HICD)**

Date: June 2018

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1. Background

The National Research Foundation (NRF) in partnership with the Department of Science and Technology invite public and private research institutions, public universities and private sector industries to apply to host DST-NRF Interns for a period of 12 months, from 01 April 2019 to 31 March 2020. The purpose of the programme is to provide opportunities for unemployed graduates in the Science, Engineering and Technology (SET) disciplines as well as the Humanities and Social Sciences (HSS) to acquire practical work experience and improve their competencies through mentoring and exposure to a research environment for a period of one year. The Internship Programme also makes it possible for successful candidates to gain experience in research management, research support and administration at public higher education institutions and research institutions at large.

2. Objectives

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.

3. Eligibility

3.1. *Institution and Mentor Eligibility*

To be eligible to participate in the DST-NRF Internship Programme, host institutions and mentors must meet the following requirements:

- 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.

3.2. Intern Eligibility

To be eligible, interns must meet the following minimum requirements:

- 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).

The following applies to candidates who are **not** eligible to be appointed as 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; and
- Candidates who hold NRF or DST funded scholarships or bursaries during the internship year.

4. Application Process

Institutions are invited to participate in the 2019/20 DST-NRF Internship Programme by submitting an application on the NRF Online Submission System at <https://nrfs submission.nrf.ac.za>. Each department/unit/division within an institution must submit a consolidated application for the department through the Head of Department or chosen lead applicant. Kindly note that individual applications will not be accepted. The consolidated application should **list the multiple mentors** who would be receive interns within the department/unit/division. Online applications must be duly authorised and approved by the Designated Authority (DA) of the institution who will then submit on behalf of the institution to the NRF. Only a Designated Authority (DA) may authorise an application for final submission to the NRF. Institutions are advised to complete their applications as soon as possible to prevent IT system overload near the closing date.

Interested host institutions must apply following the steps below:

- Register / Login using your ID/Passport number and password to login on the NRF Online Submission System (<https://nrfs submission.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 2019.
- 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, as well as future plans for the required intern(s) beyond the internship period in alignment with the objectives of the programme;

- Specify the 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.
- 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 **31 August 2018**. The closing date for the Designated Authority (DA) is **10 September 2018**.

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**.

5. 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.

6. Intern Allocation Principles

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;
- Historical performance of the host institution in the 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, and
- Availability of budget and ministerial guidelines on equity and redress

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

7. NRF Contact Persons





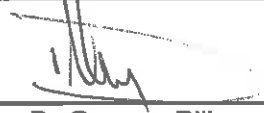
For any programme related inquiries please contact the following officials:

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

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

ENDORSEMENTS

Recommended by:	
 Monwabisi Mfihlo Project Leader: HICD	18/07/2018 Date
Supported by:	
 Dr Priscilla Mensah Director: HICD	18/07/2018 Date
Supported by:	
 Dr Romilla Maharaj Executive Director: HICD	18/07/2018 Date
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 Dr Bernard Nthambeleni Executive Director: GMSA	19/7/18 Date
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 Dr Gansen Pillay Deputy Chief Executive Officer : RISA	23-07-2018 Date