



science & innovation  
Department:  
Science and Innovation  
REPUBLIC OF SOUTH AFRICA



DSI - HSRC  
INTERNSHIP  
2021-23



HSRC  
Human Sciences  
Research Council

## TARGETED OPPORTUNITY FOR INSTITUTIONS TO HOST PERSONS WITH DISABILITIES AS GRADUATE INTERNS FOR 2023/25 PERIOD

CALL FOR REGISTRATION OF INSTITUTIONS TO HOST A GRADUATE WITH A DISABILITY IN  
A TWO-YEAR INTERNSHIP

**Call Closing Date: 06 February 2023**

**(LATE APPLICATIONS WILL NOT BE ACCEPTED)**

The Department of Science and Innovation (DSI) in partnership with the Human Sciences Research Council (HSRC) invites institutions who are interested and equipped to host unemployed graduates with disabilities as interns in their institutions.

The HSRC is responsible for the management and implementation of the DSI-HSRC Internship Programme in which unemployed post-graduates, in the Science, Technology, Education, Social Sciences and Humanities, are offered an opportunity to:

- i. Acquire practical workplace integrated learning experience through mentoring and exposure, and
- ii. Transfer their knowledge to host institutions and contribute to the goals of the institution.

South Africa, like most other countries, requires a skilled workforce to support the country in giving effect to the constitutional rights as enshrined in our widely acclaimed Constitution (RSA, 1996) and in achieving the developmental goals as outlined in our National Development Plan Vision 2030 (NPC, 2012).

The constitution (RSA, 1996) specifically promoted the goals of equity and diversity in the workplace. This has been given effect in the promulgation of the Employment Equity Act (EEA) of South Africa No 55 of 1998 (RSA, 1998). The EEA specifically focussed on the elimination of *unfair discrimination* and *promoting equitable representation* of persons with disabilities in the workforce.

### **Definition of Persons with Disabilities Involving Work and Employment**

The Code of Good Practice on the Employment of Persons with Disabilities, (RSA, 2015) in recognising that discrimination is a socially constructed action posited that discrimination can be reduced and eliminated through enhancing knowledge, understanding and awareness about disability. It noted that barriers to employment of persons with disabilities were based on unfounded assumptions and myths not supported empirically.

Hence the definition it puts forward for persons with disabilities is *“persons who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment.”*



This definition provides a scope of protection of persons with disabilities by focussing on the ***effect on the disability on the person in respect of working and employment, instead of the disability diagnosis or impairment.***

Simply stated, a person with mobility or sight impairment, is still likely to be able to fulfil their work responsibilities in some instances with reasonable accommodation support such as a ramps or lifts for ease of movement or implementation of reasonable measures such as voice enhanced computer or switchboard which will allow the person to fulfil their functions fully.

## **INVITATION TO PARTICIPATE IN THE INTERNSHIP PROGRAMME THROUGH HOSTING A PERSON WITH A DISABILITY.**

This Call is to invite Industries, businesses and Institutions interested in and have resources (human and physical) to host a person with a disability to apply to serve as **host institution** for a graduate intern over a 24-month period.

### **Disability Reasonable Accommodation Support**

The Internship Programme has made provision for reasonable accommodation support if required. Reasonable Accommodation refers to necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms (UNCRPD). Provision of such support will be determined in consultation with the candidate and the host institutions.

## **1. INSTITUTION ELIGIBILITY**

To be eligible to participate in the DSI-HSRC Internship Programme, host institutions or host administrator(s) must meet the following requirements:

- Register on the DSI-HSRC Internship Online Management System through the link, <http://interns.hsrc.ac.za/>
- Identify mentors in your institution who wish to host and mentor an intern;
- Submit an application indicating the number of interns with disabilities your institution may wish to host, the disciplines of interest and the level of qualification (Bachelors, Honours, and Masters) you are looking for from NQF level 7 to 9 (Bachelors to Masters) as well and in which province over the 2-year duration on the Programme;
- Identify suitable candidates on the platform, according to the location, qualification level and discipline. Then conduct in person, virtual or telephonic interviews with selected applicants. **All potential mentors who are listed in the host institution's application will be provided with access to the recruitment platform to review available candidates' applications.**
- 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 with disabilities** per position on the Online System for consideration and approval for appointment by the HSRC;



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- If a candidate with a disability requires “*disability employment accommodation support*” (that is, tools for them to work effectively, for example, a braille keyboard) the intern or the host institution can apply for these tools and the Programme will cover reasonable costs.
- Supply the name(s) of the staff member(s) in your institution 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. This means a commitment to providing regular and consistent mentoring, training, and support to the Interns;
- Indicate your ability to provide workstations, computers, and other necessary resources including platforms for remote working (Laptops) to ensure an effective placement and work exposure for required interns;
- Appoint a designated Host Institution Administrator (HA). This is the person who will ensure that all applications from mentors in one institution are channeled through a consolidated application.

## 2. MENTOR ELIGIBILITY

To be eligible as a mentor, you must be:

- Employed at the institution in a long-term (at least 2 years) contract or in a permanent position;
- Be willing to allocate time for mentoring, training, and supporting the mentor;
- Participate in the mentor forums and training programmes that will be provided by the Programme during the internship;
- Ensure the submission of reports at regular intervals;
- Ensure the submission of accurate and approved monthly timesheets signed by the mentor;
- Ensure that the interns’ applications for leave are approved by the mentor.

## 3. HOST INSTITUTION AND MENTOR RESPONSIBILITY

- Facilitate the induction of the intern into the institution;
- Provide the intern with appropriate tools for working, as indicated above;
- Ensure that the mentor understands and fulfils their responsibilities;
- If a change of mentor is required, once you have identified an alternate mentor communicate this change to the HSRC;
- Ensure that the mentor and intern undertake the goal setting and progress monitoring phases, after appointment of the intern. The goal setting and work plan development will cover the two-year period, but which can be revised if needed. It will include goals, targets, expected outputs and skills to be developed. This must be discussed with the intern and co-signed by the mentor and mentee. Indicate the project/s which the intern will be undertaking and



through which they will be trained. It is critical that quarterly milestones are set to enable a fair assessment of the intern's progress;

- Participate in the induction workshops and meetings with the HSRC as and when these are scheduled;
- Additionally, it is important to reiterate that institution should **NOT to promise interns employment positions** on completion of the internship if you are unable to confirm these in writing. All the contracts with interns 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 may be invited to apply in competition with other applicants.

#### 4. DESIGNATED HOST INSTITUTION ADMINISTRATOR

This is a person who has been delegated with this responsibility and can include a representative from the Human Resources Department of your institution or the Head of the Institution themselves. If it's a small institution and there will only be one mentor in the organisation, for now and in the future then the mentor can serve as both the **HA and a Mentor**. They will be expected to complete both sections of the application, as HA and as Mentor.

#### 5. INTERN ELIGIBILITY

To be eligible, interns **MUST meet** the following minimum requirements:

- Be a **South African citizen** or South African Permanent Resident (with a valid South African Identity Document).
  - *Non-South Africans are not eligible to apply;*
- Should be currently unemployed and 35 years of age or younger at the time of appointment to the internship programme;
- A **graduate** holding any of the following:
  - **NQF Level 7** Bachelor's, Advanced Diploma, or B-Tech Degree;
  - **NQF Level 8** Bachelor's Hons Degree, and Postgraduate Diploma;
  - **NQF Level 9** Master's Degree or M-Tech.
- Hold a qualification in Science, Engineering and Technology, Research, Development, Innovation, Social Sciences and Humanities or related disciplines and **SHOULD HAVE COMPLETED THEIR STUDY** at the time of submitting the application. See list of areas of specialisation/disciplines by province below. If your institution has discipline that is not listed against your province, please let us know.



The following applies to candidates who are **NOT ELIGIBLE** to be appointed as DSI-HSRC interns:

- Candidates who hold a Diploma at BELOW NQF level 7 as well as PhD at NQF level 10;
- Candidates who would be registered full-time for study
- Registered Doctoral (PhD, DPhil and DTech) students; and
- Candidates who hold DSI-funded scholarships (NRF) or bursaries during the internship year.
- Candidates who are past beneficiaries of the DSI-NRF or DSI-HSRC Internship.

### 5.1. SALARY VALUES FOR INTERNS

The salaries of enrolled interns will be subject to personal taxation and will be managed by the HSRC. Interns will receive a differentiated monthly salary according to their level of qualification as follows for the period 2023-2025.

- R 6 375 for a Bachelors NQF Level 7;
- R 7 055 for an Honours' /BTech at NQF Level 8 graduate; and
- R 8 375 for a Masters/ MTech at NQF Level 9 graduate.

## 6. HOST INSTITUTION APPLICATION PROCESS

Institutions are invited to participate in the DSI-HSRC 2023/25 Internship Programme by submitting an application on the HSRC Online Submission System.

**New institutions** that would like to participate in the DSI-HSRC Internship Programme as host institutions should **send an email requesting to be part of the programme** to [SRaseruthe@hsrc.ac.za](mailto:SRaseruthe@hsrc.ac.za).

Online applications must be submitted by the designated Host Administrator (HA) of the institution, who will then submit **one application** on behalf of the institution to the HSRC. The application allows **multiple mentors to be listed** under one consolidated application submitted by the Division/Unit/Department an institution.



Only a designated Host Administrator (HA) may authorise an application for final submission of the institution they represent to the HSRC. Institutions are advised to complete their applications as soon as possible to avoid IT system overload near the closing date.

Interested host institutions must apply by following the steps below:

- Access the link, <http://interns.hsrc.ac.za/> and proceed to click on Create Host Account button. *Note that only a host administrator is permitted to create a host account.*
- Create an account by completing all required fields including the name of your host institution and proceed to click on **Register** button.
- You will receive an email notification to which you must confirm your account by clicking on [click here](#) hypertext link.
- Proceed to login through the link, <http://interns.hsrc.ac.za/>
- If you encounter the following alert, **Institution Access Error**, it means you are registering your host institution for the first time. The system will send an email request to the HSRC system administrator to approve the new host name.
- Upon approval by the HSRC you will receive an email notification with confirmation of the approval.
- Proceed to login through the link, <http://interns.hsrc.ac.za/>
- On the landing page, proceed to click on **My Profile** menu item and ensure to complete all sections under my profile. Upon completion of all the sections you will receive a pop-up confirming that you may proceed to add a host application, proceed to click OK button.
- Proceed to click on **Host Application** menu item, click on **Create** button followed by **Add Application** button.
- Complete the following sections, Institution Details, Prospective Mentors Details and Host Application Details
- To add new mentor(s) proceed to click on Add Mentor button under Prospective Mentor Details section, Capture the new mentor's Title, First Name, Surname and Email address and click on **Submit** button and follow the same process to add other mentors.
- Note that the mentor(s) will subsequently receive an email notification with a link that will lead them to the internship management system where they will provide a password for their new account.
- Upon acceptance of mentorship invitation by the relevant mentors, their status will be updated from Pending to Accepted.



- Ensure that all the invited mentors accept their mentorship before you proceed to confirm the host application for final submission to the HSRC.
- To submit the host application, proceed to Host Application Details section, review the consolidated list of all mentors, note that you can view the intern profile request of each mentor by clicking on the numeric icon highlighted in yellow located under *Intern Selection Criteria* column. If all the information is correct, simply proceed to click of Confirm button.
- You will receive an email notification with confirmation of submission of your application to the HSRC.
- Incomplete applications will not be considered. The closing date for submission of applications is **06 February 2023**.

## 7. INTERN ALLOCATION PRINCIPLES

Following the expression of interest by institutions to host DSI-HSRC interns, the HSRC 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.
- 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

### Activity timelines

| Activities                       | Responsibility   | Deadline                          |
|----------------------------------|------------------|-----------------------------------|
| 1. Submit Host Application       | Host Institution | 12: 00 on Monday, 6 February 2023 |
| 2. Submit new intern Application | Interns          | 12: 00 on Monday, 6 February 2023 |



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| 3. Review of Submitted Host Institutions                  | HSRC             | Tuesday, 7 February 2023                                   |
| 4. Host institution Application Allocations communication | HSRC             | Wednesday, 8 February 2023                                 |
| 5. Shortlisting, Interview and Recommendations            | Host Institution | Thursday 9 February 2023<br>until Monday ,20 February 2023 |
| 6. Verifications and Contracting                          | HSRC             | Tuesday 21 February 2023<br>until 24 February 2023         |
| 7. Assumption of duty                                     | Interns          | 01 March 2023  |

#### CONTACT US

For any programme or application related inquiries please contact us on E-mail:

[DSI\\_HSRC\\_Internship.queries@hsrc.ac.za](mailto:DSI_HSRC_Internship.queries@hsrc.ac.za)