DSI-HSRC INTERNSHIP PROGRAMME

CALL FOR INSTITUTIONS TO HOST INTERNS IN 2023/25

FRAMEWORK DOCUMENT

Date: April 2023

science & innovation

Department:
Science and Innovation
REPUBLIC OF SOUTH AFRICA

HSRC
Human Sciences
Research Council

Table of Contents

1. BACKGROUND

The Human Sciences Research Council (HSRC), in partnership with the Department of Science and Innovation, invites public and private research institutions, public universities, and private sector industries to apply to host DSI-HSRC interns for a period of 24 months. The recruitment of the interns will be done via two intakes, with the first intake of interns to assume duty from 03 July 2023 to 30 June 2025 and the second intake to start on 01 August 2023 to 31 July 2025.

The DSI-HSRC Internship Programme

The HSRC is responsible for the management of the DSI-HSRC Internship Programme in which unemployed graduates in Science, Engineering and Technology (SET), Development, Research and Innovation, Social Sciences and Humanities are offered an opportunity to –:

I. Acquire practical work experience through mentoring and exposure; and

II. Promote an environment in which the interns acquire the required skills needed to ease entry into the relevant sector/job market;

III. Transfer their knowledge to host institutions and contribute to the goals of the institution.

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 and increase the 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 and disciplines commensurate with their qualifications, thus increasing their chances of employment;
- Provide SET graduates and post-graduates (excluding post-doctoral applicants) with exposure to research and development projects that are critical to the NSI and to attract them to pursue careers in the NSI; and
- Build capacity in research management at higher education institutions

(HEIs), research institutions, public and private institutions throughout the country.

3. HOST INSTITUTION ELIGIBILITY

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

- Institutions that can apply include Private Sector Companies, Science Councils, Higher Education Institutions and Parastatals. National, provincial and local government departments are not eligible to apply;

- Be a registered institution in terms of any of the valid entity types: institutional, company, parastatal or NPO;

- Be able to produce a valid Tax Pin and SARS Registration;

- Be registered as an employer with the Department of Labour and confirm compliance with Labour law and Occupational Health and Safety;

- Identify mentors in your institution who wish to host and mentor an intern;

- Submit an application indicating the number of interns, including those 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 as province of placement over the 2-year duration on the Programme;

- Identify suitable candidates on the platform according to the location, approved qualification level and discipline. Then conduct in-person virtual or telephonic interviews with selected applicants. **All potential mentors listed in the host institution's application will be provided 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 per** position on the Online System for consideration and approval for appointment by the HSRC;

- If a candidate with a disability requires *"disability employment accommodation support"* (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 sure an effective placement and work exposure for required interns;

- Appoint a designated Host Institution Administrator (HA). This person will ensure that all applications from mentors in one institution are channelled through a consolidated application.

4. *MENTOR ELIGIBILITY*

To be eligible as a mentor, you must be:

- Employed at the institution in a long-term (at least two years) contract or in a permanent position;

- Be willing to allocate time for mentoring, training and supporting the intern;

- Participate in the mentor forums and training programmes that the programme will provide during the course of the internship;

- Ensure the submission of reports at regular intervals;

- Ensure the submission of accurate and approved monthly registers by the designated mentor;

- Ensure that the interns' applications for leave are approved by the mentor.

5. *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 the appointment of the intern. The goal setting and work plan development will cover the two-year period but may be revised if required. 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 the intern will undertake 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 essential to reiterate that the institution should **NOT promise interns employment positions** upon completion of the internship if you cannot 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.

6. *DESIGNATED HOST INSTITUTION ADMINISTRATOR*

This person has been delegated this responsibility and can include a representative from the Human Resources Department of the institution and/or the Head of the Institution. In the case of smaller institutions, the HA may also serve as a mentor; however, they will be expected to complete both sections of the application as HA and Mentor, respectively.

7. 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 AfricanIdentity 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 the list of areas of specialisations/disciplines by province below. Please let us know if your institution has disciplines that are not listed against your province.

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 or bursaries during the internship year.
- Candidates who are past beneficiaries of the DSI-NRF or DSI-HSRC Internship programme.

7.1 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 6 758 for a Bachelor's, Advanced Diploma, or B-Tech Degree at NQF Level 7;
- R 7 478 for an Honours' Degree, and Postgraduate Diploma at NQF Level 8 graduate; and
- R 8 878 for a Masters/ MTech at NQF Level 9 graduate.

8. HOST INSTITUTION APPLICATION PROCESS

Institutions are invited to participate in the DSI-HSRC 2023/25 Internship Programme by submitting a consolidated 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.

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 of an institution.

Only a designated Host Administrator (HA) may authorise an application for final submission 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:
Note: if you have previously applied as a host administrator via the HSRC management system kindly refer to the host institution process for existing host administrators.

If you are a first time host institution applicant follow 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 the **Register** button.

- You will receive an email notification to which you must confirm your account by clicking on the **click here** hypertext link that will appear on the email.

- Proceed to log in 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 confirming the approval.

- Proceed to log in through the link, http://interns.hsrc.ac.za/

- On the landing page, proceed to click on the **My Profile** menu item and ensure to complete all sections under my profile. Upon completing all the sections, you will receive a pop-up confirming that you may add a host application, proceed to click the OK button.

- Proceed to click on the **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), click the Add Mentor button under the Prospective Mentor Details section, Capture the new mentor's Title, First Name, Surname and Email address and click on Submit button, follow the same process to add other mentors.

- Note that the mentor(s) will subsequently receive an email notification with a link leading 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 confirm the host application for final submission to the HSRC.

- To submit the host application, proceed to the 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 under the *Intern Selection Criteria* column. If all the information is correct, proceed to click of Confirm button.

- You will receive an email notification with confirmation of the submission of your application to the HSRC.

- Incomplete applications will not be considered. The closing date for submission of applications is on **Friday**, **26 May 2023**.

9. INTERN ALLOCATION PRINCIPLES

Following the expression of interest by institutions to host DSI-HSRC interns, the HSRC will consider thefollowing 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 absorbing 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 thefollowing equity targets:

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

Activity timelines: Intake 1	Responsibility	Deadline
1. Submit Host Application	Host Institution	12:00 pm on Friday, 26 May 2023
2. Submit a new intern Application	Interns	12:00 pm on Friday, 26 May 2023
3. Host applications screening HSRC	HSRC	Tuesday, 30 May 2023
4. Review of Submitted Host Institutions	HSRC	Friday, 02 June 2023
5. Host institution Application Allocations communication	HSRC	Friday, 02 June 2023
6. Shortlisting, Interview and Recommendations	Host Institution	05 June-2023 -23 June 2023
7. Verifications and Contracting	HSRC	05 June-2023 -23 June 2023
8. Assumption of duty	Interns	03 July 2023

Activity timelines: Intake 2	Responsibility	Deadline
1. Submit Host Application	Host Institution	12:00 pm on Friday, 26 May 2023
2. Submit a new intern Application	Interns	12:00 pm on Friday, 26 May 2023
3. Host applications screening HSRC	HSRC	Tuesday, 30 May 2023
4. Review of Submitted Host Institutions	HSRC	Friday, 02 June 2023
5. Host institution Application Allocations communication	HSRC	Friday, 02 June 2023
6. Shortlisting, Interview and Recommendations	Host Institution	03 July 2023 – 21 July 2023
7. Verifications and Contracting	HSRC	03 July 2023 – 21 July 2023

8. Assumption of duty	Interns	01 August 2023

10. CONTACT US

For any programme or application-related inquiries, please get in touch

with us by E-mail: DSI_HSRC_Internship.queries@hsrc.ac.za

.

Applicants can review the areas of specialisation or disciplines available across all provinces in the table below:

All Provinces	Areas of Specialisation/ Disciplines (Choose 1 discipline per province up to a maximum of 3 in order of preference)
All Provinces	Accounting and finance; Accounting science; Actuarial Science; Additive manufacturing; Administration; Aeronautical and Aerospace; Aeronomy; Aerospace & Aeronautical Engineering; African Languages; Agribusiness; Agricultural Biotechnology; Agricultural Economics; Agricultural Engineering; Agricultural Extension; Agricultural Management; Agricultural Resource Management; Agricultural Sciences; Agriculture; Agriculture Education; Agrometeorology; Agroprocessing; Algebra Number Theory and Combinatorics; Algorithms and Theoretical Foundations; Anaesthesia & Pain Management; Anaesthesia and pain management; Analysis; Analytical Chemistry; Anatomical pathology; Anatomical Sciences; Animal and Veterinary Sciences; Animal Breeding & Genetics; Animal Diseases; Animal parasitology; Animal Production; Animal Science; Anthropology; Applied Mathematics; Archaeology; Architecture; Agriculture; Artificial Intelligence; Arts; Astronomy; Astrophysics; Atmospheric Chemistry; Atmospheric Science & Meteorology; Atomic Molecular & Nuclear Physics; Auditing; Automotive Engineering; Basic and Applied Microbiology; Basic Medical Science; Biochemistry; Bioengineering; Biogeochemistry; Bioinformatics; Bioinformatics and Computational Biology; Biological; Oceanography; Biological science; Biological Sciences; Biology; Biomaterials; Biomedical Technology; Biometrics; Biophysics; Bioprocesses; Biostatistics; Biotechnology; Botany; Business administration; Business economics; Business Sciences; Capital Markets and Investments; Cardiology; Cardiovascular diseases; Cell Biology; Cellular and Molecular Biology; Ceramics; Chemical Catalysis; Chemical Engineering; Chemical Measurement and Imaging; Chemical Oceanography; Chemical Pathology; Chemical Sciences; Chemical Structure Dynamics and Mechanism; Chemical Synthesis; Chemical Theory Models and Computational Methods; Chemistry; Chemistry of Life Processes; Chemistry of materials; Chemistry Sciences Engineering; Circuits; Civil Engineering; Civil procedure and courts; Classics; Climate and Large-Scale Atmospheric Dynamics; Climate Change; Clinical medicine; Collections Management; Commercial Law; Communication; Communication & Media Studies; Communication and Information Theory; Communication Technology; Comparative Law; Computational and Data-enabled Science; Computational Mathematics; Computational Science and Engineering; Computational Statistics; Computer Architecture; Computer Engineering; Computer Hardware; Computer multimedia systems; Computer Networks; Computer Programming; Computer Science and Information Systems; Computer Security and Privacy; Computer Software; Computer Systems and Embedded Systems; Condensed Matter; Constitutional and administrative law; Construction & Building; Construction Industry & Building; Construction industry and building; Corporate governance; Creative Arts; Criminal law; Criminology; Cultural studies; Customary law; Dairy Science; Data Analytics; Data Mining and Information Retrieval; Databases; Data Science; Decorative arts; Degenerative diseases; Demography; Dental Sciences; Dermatology; Design studies; Development Studies; Developmental Biology; Developmental Studies; Diabetology; Dietetics; Diffusion; Dramatic arts; Drug discovery; Drug Discovery and Development; Earth and Related Environmental sciences; Earth Observation; Earth Science; Earth Sciences; Ecology; Ecology & Env Science; Economic Sciences; Economics; Education; Education; Elasticity; Electrical Engineering; Electromagnetism; Electronic Engineering; Electronic materials; Electronics Engineering; Embryology & Fetal Development; Endocrinology; Energy; Energy Efficiency; Engineering; Engineering Education; Engineering Management; Engineering Sciences; Entomology; Environmental Engineering; Environmental Studies; Environment; Environment Sciences; Environmental and Earth Sciences; Environmental Biology; Environmental biotechnology; Environmental Chemical Systems; Environmental Engineering; Environmental Health; Environmental Health ; Environmental Sciences; Environmental Studies; Epidemiology; Epidemiology; Ergonomics and Sports science; Ethics; Evolution and developmental biology; Evolutionary Biology; Financial Management; Fine arts; Fisheries; Food Science & Technology; Food Sciences & Technologies; Food Sciences & Technology; Food sciences and technology; Food Technology; Forensic Sciences; Forest Science; Forestry; Fresh Water Biology; Fresh Water Biology & Limnology; Functional Genomics; Game Ranching & Farming; Gastrointestinal diseases; Genetics; Genito-

urinary diseases (incl. Urology); Genomic biology Genomics; Geobiology; Geochemistry; Geodynamics; Geographic Information Science; Geographic Information Systems; Geography; Geohydrology; Geology; Geometric Analysis; Geomorphology; Geophysics; Geosciences; Geospace Physics; Geriatrics; Glaciology; Graphics and Visualization; Graphic Design; Gynaecology; Haematology; Health Economics; Health Informatics ; Health Promotion; Health Promotion ; Health promotion & Disease Prevention; Health Promotion & Disease Prevention; Health Promotion & Disease Prevention; Health Sciences; Health Systems & Research; Health Systems Research; Health Technology; Historical studies; History of arts; Home economics; Horticulture ; Human anatomy and physiology; Human Computer Interaction; Human geography; Human Movement science; Human Movement Sciences; Human Physiology; Human Resources; Human Systems Research; Humanities; Humanities and Arts; Hydrology; Hydrogen Economy; ICT; Immunology; Immunology Virology and Infectious diseases; Indigenous Knowledge Systems; Industrial Biotechnology; Industrial design; Industrial Engineering; Industrial Engineering & Operations Research; Industrial Psychology; Industrial Psychology & Sociology; Infectious Diseases; Information Systems & Technologies; Information & Computer Technologies; Information & Computer Science; Information & Computer Sciences; Information & Computer Technologies; Information & Computer Technology; Information & Library Science; Information & Library Sciences; Information and Communication Technology (ICT); Information and Computer science; Information Communication Technology; Information Engineering; Information Management; Information Management; Information Science; Information Systems; Information Systems & Technologies; Information Systems & Technology; Information Technology; Information Communication Control Systems; Information Systems; Innovation & Technology Transfer; Innovation Studies; Inorganic Chemistry; Intensive care; International law; International Relations; Invertebrate Taxonomy; IT Graphic Design; Knowledge Management (Records Administration); Languages; Languages & Literature; Law; Library and Information Sciences; Library Science; Library Services; Limnology; Linguistics; Machine Learning; Macro-Invertebrates; Macromolecular and Nanochemistry; Magnetospheric Physics; Management Studies; Manufacturing & Process Techniques; Marine Biology; Marine Engineering & Naval Architecture; Marine Geology and Geophysics; Marine Sciences; Marketing; Material Science & Technologies; Materials and Manufacturing; Materials engineering; Materials theory and Research; Mathematical Biology; Mathematical Science; Mathematics Education; Mechanical Engineering; Mechanics; Mechanical Engineering; Media & Communications; Media Studies; Medical Biotechnology; Medical engineering; Medical Microbiology; Medical Sciences; Medical Technologies; Medical Virology; Medicinal Plant Research; Mental Health & Substance Abuse; Metabolic diseases; Metallic materials; Metallurgical Engineering; Microbiology; Military and defence law; Mining and Mineral Processing; Mining engineering; Molecular & Cell Biology; Molecular and Cell Biology; Molecular cell biology; Molecular modelling; Morphology; Music; Musicology; Nanotechnology; Natural Sciences; Neurology; ; Neurology and Psychiatry; Neuroscience; Nuclear Engineering; Nuclear Medicine & Organ Imaging; Nuclear physics; Nuclear Technologies in Medicine and Biosciences; Nursing Science; Nutrition; Nutrition & Metabolism; Nutrition and Paediatrics; Obstetrics & Maternal Health; Occupational health; Oceanography; Oceanology; Oncology; Operations research; Ophthalmology; Optical Engineering; Optics; Organic Chemistry; Organic Sciences; Organismal Biology; Orthopaedics; Otorhinolaryngology; Paediatrics & Child Health; Paediatrics and child health; Painting; Palaeontology; Parasitology; Particle & Plasma Physics; Paediatrics & Child Health; Performing and Creative Arts; Petrology; Pharmaceutical Science; Pharmaceutical Sciences; Pharmacology; Philosophy; Photography; Photonic materials; Physical Geography; Physical and Dynamic Meteorology; Physical Chemistry; Physical Geography ; Physical Oceanography; Physical Sciences; Physics; Physics of Living Systems; Physiology; Physiology Polymer Sciences; Phyto-chemistry; Plant Biotechnology; Plant Pathology; Plant Production ; Plant Sciences; Plasma; Podiatry; Polar Science; Policy Studies; Political Sciences; Political Sciences & Public Policy; Political Studies; Polymer Science; Polymers; Power Systems Development; Process Engineering; Process Manufacturing; Proteomics; Psychiatry; Psychology; Public Administration; Public and Science Policy; Public Health; Public Management & Administration; Public Relations; Quality Management; Quantity surveying; R & D Psychology; R & D Sociology; Religious studies; Remote Sensing; Renewable Energy; Research Management; Research Management with Mathematics; Research Management Research Support & Administration"; Respiratory diseases; Rheumatology;

Robotics and Computer Vision; Rural Development; Science & Statistics; Science Education ; Science Journalism; Sculpture; Sedimentary Geology; Social & Economic Geography ; Social Science and Humanities; Social Sciences; Sociology; Software Engineering; Soil & Water Sciences; Solar Physics; Solid State; Space & Earth Science; Space and earth science; Space Science; Sport Sciences; Sports & Recreational Arts; Sports Medicine; Sports Sciences; Statistics; Statistics & Probability; Structural Biology; Surgery; Systems and Molecular Biology; Systems Engineering; Taxonomy; Tectonics; Theatre; Theology and Religion; Theoretical & Condensed Matter Physics; Theoretical Physics; Topology; Tourism; Town & Regional Planning; Toxicology; Transportation Studies; Trauma; Urban and Regional Planning; Veterinary Microbiology; Veterinary Nursing; Veterinary Sciences; Videography; Virology; Waste and Circular Economy; Wood Science; Zoology