DSI-HSRC INTERNSHIP PROGRAMME

CALL FOR INSTITUTIONS TO HOST INTERNS IN 2021/23

FRAMEWORK DOCUMENT

Date: August 2021

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, from 01 October 2021 to 30 September 2023. The purpose of the programme is to provide opportunities for unemployed graduates in the Science, Engineering and Technology (SET), Development, Research and Innovation, Humanities and Social Sciences disciplines to acquire practical work experience and improve their competencies through mentoring and exposure to the research and development sector for a period of two years. 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 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 relevant fields and disciplines commensurate with their qualifications, thus increasing their chances of employment;
- Provide 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;
- Build capacity in research management at higher education institutions (HEIs), research institutions and in public, and private institutions.

3. HOST INSTITUTION ELIGIBILITY

3.1. INSTITUTION ELIGIBILITY

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

- Register on the DSI-HSRC Internship Online Management System http://interns.hsrc.ac.za/login.php;
- Identify mentors in your institution who wish to host interns;
- Submit an application indicating how many interns you wish to host and in which disciplines and in which province over the 2-year duration on the programme;

- Once you have identified suitable candidates, conduct in person, virtual or telephonic interviews with selected applicants. **All potential mentors who are listed in the host institution's application will have tools to access the 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; **Candidates with disability, those who have been unemployed for a long time, and those who have unsuccessfully applied previously should be given priority**;
- If a candidate with a disability applies and 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 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. This means a commitment to providing regular and consistent mentoring, training and support to the Interns;
- Provide workstations, computers, and all other resources including platforms for working remotely (Laptops) that ensure adequate work exposure for required interns;
- Indicate the project/s through which the intern will be trained and provide a detailed work plan for the two years 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 may be invited to apply in competition with other applicants.

3.2. 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 course of the internship
- Ensure the submission of reports at regular intervals

3.3. 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 submitting the application;
- 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 specialisations/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 or bursaries during the internship year.

4. APPLICATION PROCESS

Institutions are invited to participate in the DSI-HSRC 2021/23 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.

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 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:

- Register / Login using your Username and password on the HSRC Online Submission System (http://interns.hsrc.ac.za) by clicking on the Register button.
- Click on "My Profile" and complete all relevant fields, ensure that each field is marked with a tick before proceeding to the next one. Select "Create Application". Select the Call for which you are applying viz. Internship Programme – Host institution 2021.
- Provide a brief summary of why the intern(s) are required by your institution in line with the institutional Human Resources (HR) needs;
- Indicate the number of interns that the institution can accommodate, 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 "View Applications".
- Ensure that all sections of the application have been completed before selecting **Final Submit** for your application to be submitted to HSRC.
- Incomplete applications will not be considered. The closing date for submission of applications is **05 September 2021**.

5. 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.

- 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. 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

7.   CONTACT US

For any programme or application related inquiries please contact us on

E-mail: DSI_HSRC_Internship.queries@hsrc.ac.za

.

Applicants can review the areas of specialisation or disciplines available in their respective provinces in the table below:

Province	Areas of Specialisation/ Disciplines (Choose 1 discipline per province up to a maximum of 3 in order of preference)
Eastern Cape	Agricultural Economics; Agricultural Management; Agricultural Sciences; Analytical Chemistry; Animal Production; Animal Science; Anthropology; Biochemistry; Biological Oceanography; Biology; Biotechnology; Botany; Chemistry; Communication & Media Studies; Communication Technologies; Computer Sciences; Computer Software; Dental Sciences; Development Studies; Ecology; Ecology & Environmental Science; Education; Electrical Engineering; Electronic Engineering; Engineering Sciences; Environmental Studies; Epidemiology; Fisheries; Food Sciences & Technology; Fresh Water Biology & Limnology; Health Informatics; Health Promotion & Disease Prevention; Health Systems Research; Horticulture; Industrial Psychology & Sociology; Information & Computer Technologies; Information Systems; Inorganic Chemistry; Knowledge Management (Records Administration); Languages & Literature; Linguistics; Management; Marine Biology; Material Sciences & Technologies; Mathematics; Mechanical Engineering; Microbiology; Molecular & Cell Biology; Nursing Science; Nutrition; Obstetrics & Maternal Health; Oceanography; Organic Chemistry; Physical Chemistry; Physics; Physiology; Plant Production; Political Sciences; Political Sciences & Public Policy; Process Engineering; Public Health; Public Management & Administration; Quality Management; R & D Psychology; Research Management, Research Support & Administration; Rural Development; Social Science; Social Work; Sociology; Soil & Water Sciences; Sports & Recreational Arts; Sports Science; Statistics; Statistics & Probability; Zoology and Waste and Circular Economy
Free State	Agricultural Economics; Agriculture; Agrometeorology; Analytical Chemistry; Animal Production; Animal Science; Anthropology; Architecture; Biochemistry; Biotechnology; Botany; Chemistry; Civil Engineering; Communication & Media Studies; Cultural Studies; Development Studies; Ecology & Environmental Science; Education; Food Sciences & Technology; Forest Science; Genetics; Geology; Home Economics; Human Geography; Immunology; Industrial Psychology & Sociology; Infectious Diseases; Inorganic Chemistry; Languages & Literature; Linguistics; Mathematics; Medical Virology; Microbiology; Molecular & Cell Biology; Musicology; Pharmacology; Philosophy; Physical Chemistry; Physical Geography; Physiology; Plant Biotechnology; Plant Production; Political Sciences & Public Policy; Polymer Science; Psychology; Research Management, Research Support & Administration; Sociology; Soil & Water Sciences; Sustainable Development; Town & Regional Planning and Waste and Circular Economy
Gauteng	Aerospace & Aeronautical Engineering; Agricultural Economics; Agricultural Engineering; Agricultural Management; Agricultural Sciences; Agrometeorology; Analytical Chemistry; Anatomical Sciences; Animal Breeding & Genetics; Animal Production; Animal Science; Anthropology; Applied Mathematics; Archaeology; Architecture; Artificial Intelligence; Astronomy; Atmospheric Science & Meteorology; Atomic, Molecular & Nuclear Physics; Biochemistry; Bio-engineering;; Biological Sciences; Biology; Biomedical Technology; Biometrics; Biophysics; Biostatistics; Biotechnology; Botany; Chemical Engineering; Chemical Pathology; Chemical Sciences; Chemistry; Chemistry Sciences Engineering; Civil Engineering; Communication & Media Studies; Communication Technologies; Computer Engineering; Computer Multimedia Systems; Computer Programming; Computer Science; Computer Software; Construction Industry & Building; Demography; Dental Sciences; Design Studies; Development Studies; Dramatic arts; Ecology; Ecology & Environmental Science; Economics; Education; Electrical Engineering; Electronic Engineering; Embryology & Fetal Development; Endocrinology; Energy; Engineering; Engineering Management; Engineering Sciences; Environmental Engineering; Environmental Health; Environmental Studies; Epidemiology; Fine Arts; Food Sciences & Technology; Food Technology; Forensic Sciences; Forest Science; Fresh Water Biology & Limnology; Genetics; Geographic Information Systems; Geology; Geophysics; Hematology; Health; Health Economics; Health Informatics; Health Promotion; Health Promotion & Disease Prevention; Health Systems Research; Health Technology; Historical Studies; Horticulture; Human Geography; Human Resources; Hydrology; Immunology; Industrial Design; Industrial Engineering; Industrial Psychology & Sociology; Information Communication Technology; Information & Computer Sciences; Information & Library Science; Information Management; Information Systems & Technology; Information Technology; International Relations; IT-Graphic Design; Knowledge Management (Records Administration); Languages & Literature; Law; Management; Manufacturing & Process Technologies; Marine Biology; Material Sciences & Technologies; Mathematical Sciences; Mathematics; Mechanical Engineering; Medical Microbiology; Medical Virology; Mental Health & Substance Abuse; Metallurgical Engineering; Microbiology; Mining Engineering; Molecular & Cell Biology; Morphology; Natural Sciences; Neuroscience; Nuclear Engineering; Nursing Science; Nutrition; Operations research; Orthopedics; Performing Arts; Pharmacology; Photography; Physical Chemistry; Physical Geography; Physics; Physiology; Plant Biotechnology;

Province	Areas of Specialisation/ Disciplines (Choose 1 discipline per province up to a maximum of 3 in order of preference)
	Plant Production; Political Sciences; Political Sciences & Public Policy; Polymer Science; Psychology; Public Health; Public Management & Administration; Public Relations; Quality Management; Quantity Surveying; R & D Psychology; Research Management with Mathematics; Research Management, Research Support & Administration; Respiratory Diseases; Rural Development; Science Education; Science Journalism; Social Science; Social Work; Sociology; Soil & Water Sciences; Space & Earth Science; Sports Medicine; Statistics; Statistics & Probability; Surgery; Sustainable Development; Theology; Theoretical & Condensed Matter Physics; Town & Regional Planning; Toxicology; Trauma; Veterinary Science; Virology; Zoology, Waste and Circular Economy
KwaZulu-Natal	Agricultural Economics; Agriculture; Agrometeorology; Analytical Chemistry; Animal Production; Animal Science; Anthropology; Applied Mathematics; Archaeology; Artificial Intelligence; Astronomy; Atmospheric Science & Meteorology; Biochemistry; Bio-engineering; Biological Sciences; Biology; Biotechnology; Botany; Chemical Engineering; Chemistry; Civil Engineering; Communication & Media Studies; Computer Engineering; Computer Hardware; Computer Multimedia Systems; Computer Programming; Computer Science; Cultural Studies; Dental Sciences; Development Studies; Earth Science; Ecology; Ecology & Environmental Science; Education; Electrical Engineering; Electronic Engineering; Energy; Engineering Management; Environmental Engineering; Environmental Health; Environmental Studies; Epidemiology; Fisheries; Food Sciences & Technology; Forest Science; Fresh Water Biology & Limnology; Genetics; Geochemistry; Geographic Information Science; Geology; Geophysics; Geospace Physics; Hematology; Health; Health Economics; Health Informatics; Health Promotion; Health Promotion & Disease Prevention; Health Systems Research; Horticulture; Hydrology; Industrial Biotechnology; Industrial Engineering; Industrial Psychology & Sociology; Infectious Diseases; Information & Computer Sciences; Information & Library Science; Information Systems & Technologies; Inorganic Chemistry; IT Graphic Design; Languages & Literature; Linguistics; Management; Marine Biology; Material Sciences & Technologies; Mathematics; Mechanical Engineering; Medical Microbiology; Medical Technologies; Medical Virology; Microbiology; Molecular & Cell Biology; Nutrition; Obstetrics & Maternal Health; Organic Chemistry; Pharmacology; Physical Chemistry; Physics; Physiology; Plant Biotechnology; Plant Production; Political Sciences & Public Policy; Psychology; Public Health; Public Management & Administration; Rehabilitation Medicine; Research Management with Mathematics; Research Management, Research Support & Administration; Respiratory Diseases; Social Science; Social Work ; Sociology; Soil & Water Sciences; Space & Earth Science; Sports Science; Statistics; Statistics & Probability; Sustainable Development; Toxicology; Veterinary Microbiology; Veterinary Science; Virology; Zoology, Waste and Circular Economy
Limpopo	Agricultural Economics; Agricultural Engineering; Agriculture; Agrometeorology; Analytical Chemistry; Animal Diseases; Animal Parasitology; Animal Production; Animal Science; Anthropology; Biochemistry; Biology; Biotechnology; Botany; Cardiovascular Diseases; Chemical Engineering; Communication & Media Studies ; Computer Science; Development Studies; Ecology & Environmental Science; Education; Electronics Engineering; Environmental Studies; Food Sciences & Technology; Forest Science; Fresh Water Biology & Limnology; Game Ranching & Farming; Geology; Geophysics; Horticulture; Human Geography; Hydrology; Industrial Psychology & Sociology; Information & Computer Sciences; Information & Library Science; Information Systems & Technology; Information Technology; Inorganic Chemistry; International Relations; Invertebrate Taxonomy; Knowledge Management (Records Administration); Library Services; Limnology; Linguistics; Macro-Invertebrates; Material Sciences & Technologies; Mathematics; Mechanical Engineering; Microbiology; Molecular & Cell Biology; Nutrition; Nutrition & Metabolism; Organic Chemistry; Parasitology; Physical Chemistry; Physical Geography; Physics; Physiology; Plant Production; Psychology; Public Health; Research Management, Research Support & Administration; Rural Development; Science Education; Social Science; Social Work; Sociology; Soil & Water Sciences; Sports & Recreational Arts; Sports Science; Statistics & Probability; Taxonomy; Theoretical & Condensed Matter Physics; Town & Regional Planning; Veterinary Nursing; Zoology and Waste and Circular Economy
Mpumalanga	African Languages; Agricultural Economics; Biology; Education; Food Sciences & Technology; Food Technology; Information Communication Technology; Microbiology; Physical Geography; Plant Production; Research Management, Research Support & Administration; Zoology and any other Science Engineering and Technology (SET), Social Sciences and Humanities disciplines that might not be listed. Waste and Circular Economy

Province	Areas of Specialisation/ Disciplines (Choose 1 discipline per province up to a maximum of 3 in order of preference)
Northern Cape	Analytical Chemistry; Applied Mathematics; Botany; Computer Programming; Computer Science; Ecology; Ecology & Environmental Science; Information Systems; Inorganic Chemistry; Microbiology; Organic Chemistry; Polymer Science; Science Education; Statistics & Probability; Zoology any other Science Engineering and Technology (SET), Waste and Circular Economy, Social Sciences and Humanities disciplines that might not be listed.
North West	Agricultural Management; Agricultural Sciences; Astronomy; Atomic, Molecular & Nuclear Physics; Biochemistry; Biological Sciences; Biostatistics; Biotechnology; Cardiovascular Diseases; Chemistry; Civil Engineering; Communication & Media Studies; Construction Industry & Building; Demography; Diabetology; Dietetics; Ecology & Environmental Science; Education; Epidemiology; Food Sciences & Technology; Forest Science; Fresh Water Biology & Limnology; Genetics; Health; Health Promotion & Disease Prevention; Health Systems Research; Health Technology; Home Economics; Horticulture; Information Systems & Technologies; Management; Manufacturing & Process Technologies; Marine Biology; Mathematical Sciences; Microbiology; Molecular & Cell Biology; Neuroscience; Nursing Science; Nutrition; Nutrition & Metabolism; Pharmacology; Physics; Physiology; Plant Production; Psychology; Public Health; Public Management & Administration; Research Management, Research Support & Administration; Social Sciences; Social Work; Sociology; Soil & Water Sciences; Statistics any other Science Engineering and Technology (SET), Social Sciences and Humanities, Waste and Circular Economy and other disciplines that might not be listed.
Western Cape	Aerospace & Aeronautical Engineering; Agricultural Engineering; Agricultural Management; Agriculture; Anaesthesia & Pain Management; Analytical Chemistry; Anatomical Sciences; Animal Production; Anthropology; Applied Mathematics; Archaeology; Astronomy; Atmospheric Science & Meteorology; Biochemistry; Bio-engineering; Biological Sciences; Biology; Biomedical Technology; Biophysics; Biostatistics; Biotechnology; Botany; Cardiovascular diseases; Chemical Engineering; Chemistry; Civil Engineering; Communication & Media Studies; Computer Programming; Computer Science; Computer Software; Dermatology; Development Studies; Diabetology; Ecology; Ecology & Environmental Science; Education; Electrical Engineering; Electronic Engineering; Embryology & Fetal Development; Endocrinology; Energy; Energy Efficiency; Engineering; Engineering Management; Engineering Sciences; Environmental Engineering; Environmental Health; Environmental Studies; Epidemiology; Food Sciences & Technology; Forensic Sciences; Fresh Water Biology & Limnology; Genetics; Geochemistry; Geology; Geospace Physics; Hematology; Health Economics; Health Informatics; Health Promotion; Health Promotion & Disease Prevention; Health Systems Research; Health Technology; Historical Studies; Horticulture; Human Geography; Hydrology; Immunology; Industrial Biotechnology; Industrial Engineering; Industrial Psychology & Sociology; Infectious Diseases; Information & Computer Sciences; Information & Library Science; Information Systems; Information Systems & Technology; Inorganic Chemistry; Knowledge Management (Records Administration); Management; Manufacturing & Process Technologies; Marine Biology; Material Sciences & Technologies; Mechanical Engineering; Medical Biotechnology; Medical Virology; Metallurgical Engineering; Microbiology; Molecular & Cell Biology; Morphology; Musicology; Natural Sciences; Neuroscience; Nutrition ; Nutrition & Metabolism; Oceanology; Organic Chemistry; Paediatrics & Child Health; Paleontology; Particle & Plasma Physics; Pharmacology; Phenomenological Physics; Physical Geography; Physics ; Physiology; Plant Biotechnology; Plant Production; Political Sciences; Psychology; Public Health; Public Management & Administration; Quality Management; R & D Psychology; Research Management, Research Support & Administration; Respiratory Diseases; Rural Development; Science Education; Science Journalism; Social Science; Social Work; Sociology; Soil & Water Sciences; Space & Earth Science; Sports & Recreational Arts; Sports Medicine; Sports Science; Statistics; Statistics & Probability; Surgery; Sustainable Development; Theoretical & Condensed Matter Physics; Toxicology; Veterinary Science; Virology; Zoology Waste and Circular Economy