



The Public Service Coordinating Bargaining Council (PSCBC), established in terms of Section 35 of the Labour Relations Act 66 of 1995. The PSCBC serves as the primary mechanism for the regulation of conditions of employment and maintenance of labour peace in the Public Service.

The Public Service Co-ordinating Bargaining Council (PSCBC), in partnership with the Public Service Sector Education and Training Authority (PSETA), hereby invites suitably qualified and eligible graduates to apply for a twenty-four (24)-month internship programme in the field of study specified below. The internship position will be based in Centurion, Pretoria.

Applicants must be unemployed graduates who have not previously participated in an internship programme.

FINANCE
INTERN: FINANCE
STIPEND: R 8,098.00 PER MONTH

Requirements: The candidate must be in possession of a Diploma or Degree in Accounting, Financial Management, or an equivalent qualification obtained from any recognized South African Institution of Higher Education and Training. The candidate must have a valid South African ID. A valid driver's license will be an added advantage.

Skills and attributes: The successful candidate must have sound knowledge and understanding of financial accounting, financial management, and financial reporting principles within the Public Service. An understanding of taxation, risk management, cash flow management and asset management. The candidate must demonstrate strong critical thinking, analytical and problem-solving skills. The candidate must possess good planning, organisational and time-management abilities, as well as, Microsoft Excel, and verbal communication skills.

Key Performance Areas: Assist with creditors and debtors' administration, issuing of debtors' invoices, processing payment to all creditors and any other affiliated companies. Assist in the preparation of monthly reconciliations, cashbook, levy, payroll accounts, prepaid and accruals. Assist in verifying compliance with financial and internal controls. Participate in audit processes and perform duties as outlined by the Senior Officer: Finance. Assist in managing supplier accounts, responding to supplier enquiries regarding invoices and payments and elevation of queries to the Senior Officer for

resolution. Assist in coordinating fixed asset management, asset verification and disposal processes. The intern may be required to perform any other duties within the scope of the internship and relevant to the functions of the Corporate Services Unit, as assigned by the supervisor or delegated authority.

LAW:
INTERN LEGAL AND DISPUTE RESOLUTION
STIPEND: R 8,098.00 PER MONTH

Requirements: The candidate must be in possession of a Diploma or Degree in Labour Law, Labour Relations, Law, or an equivalent qualification obtained from any recognized South African Institution of Higher Education and Training. The candidate must have a valid South African ID. A valid driver's license will be an added advantage.

Skills and attributes: The successful candidate must have sound knowledge and understanding of labour relations principles, practices, and trade unions operating within the Public Service. An understanding of conciliation and arbitration procedures, including applicable processes and timelines. The candidate must demonstrate strong critical thinking, analytical and problem-solving skills. The candidate must possess good planning, organisational and time-management abilities, as well as good written and verbal communication skills.

Key Performance Areas: Assist with scheduling of conciliations and arbitrations. Prepare all official documents related to conciliation and arbitration cases, including Set-down Notices in terms of PSCBC rules. Assist with case monitoring and tracking. Assist with collating all documents as per legal requirements pertaining to closing arguments and rulings for the Resident Panelists attention. Assist with applications review process. Assist with compliance process development and monitoring. Assist in compliance investigations across various departments in the Public Service. Assist with queries received within the unit and the preparation of unit reports. The intern may be required to perform any other duties within the scope of the internship and relevant to the functions of the Legal and Dispute Resolution Unit, as assigned by the supervisor or delegated authority.

Enquires and Applications

The internship positions are based in Centurion, Pretoria. Enquiries regarding the advertised internship position(s) may be directed to Mr Xolani Magagula or Mr Oregopotse Moletse at (012) 644 8100 / (012) 644 8171.

Interested candidates must submit a written covering letter clearly indicating the internship position for which they are applying, together with a comprehensive curriculum vitae and certified copies of relevant supporting documents, not older than 6 months.

Applications must be addressed to the Senior Officer: Human Resources and submitted via email to humanresources@pscgc.org.za or hand-delivered to the PSCBC offices at Block D, 260 Basden Avenue, Lyttelton, Centurion.

Closing date: 23 October 2026 at 16:00. Late applications will not be considered.

Important notes

The PSCBC reserves the right not to make an appointment. All applications will be assessed against the advertised requirements and applicable selection criteria through a fair and consistent recruitment process.

Appointment will be subject to satisfactory verification of qualifications, references, and other relevant background information, where applicable. Such verification will be conducted for legitimate recruitment purposes and in accordance with applicable legislation, including the Protection of Personal Information Act, 2013 (POPIA).

By applying, candidates acknowledge that their personal information will be processed for recruitment and selection purposes in accordance with the PSCBC's applicable privacy practices. Where specific consent is legally required for a verification process, the necessary consent will be obtained.

Successful candidates will be required to enter into the internship agreement with the PSCBC and PSETA, subject to the programme's terms and conditions. Only shortlisted candidates will be contacted. Applicants who have not received communication from the PSCBC within 30 days after the closing date may regard their applications as unsuccessful.
