

MORETELE LOCAL MUNICIPALITY

INTERNSHIP POLICY



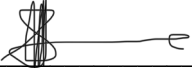
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DEFINITIONS

“BTO” - Budget and Treasury Office established in terms of section 80 of the Municipal Finance Management Act.

“DORA” - Division of Revenue Act.

“FMG” - Financial Management Grant.

“Internship” - a temporary position with an emphasis on on-the-job training rather than merely employment, and it can be paid or unpaid. If you want to go into publishing, you might have to take an internship before you are qualified for an actual job.

“Internship implementation team” - A team, comprising of the training coordinator and the intern’s immediate supervisors who carry out the certain functions.

“Mentors” - persons who guides less experienced persons by building trust and modelling positive behaviours.

“MFMA” - The Municipal Finance Management Act 56 of 2000.

“Portfolio of Evidence (PoE)” - is a collection of documents which demonstrate knowledge based skills and work undertaken to be assessed as evidence to meet the required skills outcomes.

“Programme’s training coordinator” - The designated person from the municipality to which the interns will be exposed and need to be properly monitored if the objectives of the program are to be achieved within the duration of the internship.

“Personal Development Plan (PDP)” - is used to document and identify the knowledge, skills and abilities needed by the intern to perform efficiently in a particular department. It should also identify assignments to be given to the intern during his or her internship in a given department. Other matters that should be included in the PDP are formal training courses required and on-the-job training and the person(s) who will provide this training.

“Stipends” - A predetermined amount of money that is provided periodically to help offset expenses and are often provided to those who are ineligible to receive a regular salary in exchange for the duties they perform, such as interns.

1. SCOPE OF THIS POLICY

To give guidelines on how to manage and implement the Internship program in line with the government's Skills Development Act and the Municipal Regulations on Minimum Competency Levels for ease of delivery and compliance by all officials responsible for financial management.

2. PURPOSE

The Municipal Internship Program is an opportunity to gain first-hand, real-life, practical experience and training in the MORETELE Local Municipality Environment. It is designed to encourage recent undergraduate or post-secondary graduates to consider a career in municipal administration or planning. While contributing to MORETELE, interns receive a salary, financial support for professional development, and opportunities to develop an extensive network of municipal and planning professionals

The purpose of the Skills Development Act, Act No 97 of 1998, is 'inter alia': -

- To encourage employers to provide opportunities for new entrants to the labor market to gain work experience.
- To improve the employment prospects of persons previously disadvantaged by unfair discrimination and to redress those disadvantages through training and education.

3. LEGISLATIVE FRAMEWORK

- Basic Conditions of Employment Act 75 of 1997
- Skills Development Act 97 of 1998
- Municipal Finance Management Act 56 of 2003
- Employment Equity Act
- Labour Relations Act

4. ADVERTISEMENTS

MORETELE Local Municipality must advertise any positions for internship vacancies in the newspaper, local community and advertisement boards (if available). The terms and conditions, timeframe, academic requirements, field of study and any other relevant information must be placed in the advertisement.

5. ROLES AND RESPONSIBILITIES

Depending on its human resource capabilities, MORETELE Local Municipality will appoint a suitable and dedicated person within its existing staff complement to act as the internship programme's training coordinator. The on-the-job training to which the interns will be exposed needs to be properly coordinated if the objectives of the programme are to be achieved within the duration of the internship. In addition it is the responsibility of this training coordinator in conjunction with the Heads of departments to:

- ❖ Identify the skills gaps of each of its interns;
- ❖ Plan its training activities to address those skills gaps;
- ❖ Identify and appoint a mentor from within its ranks;
- ❖ Selected accredited education and training providers;
- ❖ Provide, on an on-going basis, on-the-job and formal but practical training; and
- ❖ Constantly monitor the progress of the interns

5.1 DUTIES OF THE TRAINING COORDINATOR

A municipal official required to assume the responsibilities of a training coordinator will be expected to:

- 5.1.1 Familiarise him or herself with internship guidelines and advise the municipality in this regard, as required;
- 5.1.2 Act on behalf of the municipality in all contractual documents relating to these guidelines;

- 5.1.3 Keep the management of the municipality and interns informed of all changes affecting internship;
- 5.1.4 Ensure that the interns employed by the municipality have access to all the relevant training regulations;
- 5.1.5 Establish that prospective interns possess the necessary qualifications to enter into internship contracts;
- 5.1.6 Keep suitable records of the training experience of all interns under their control;
- 5.1.7 Plan the training programme of interns;

5.2 DUTIES OF THE MUNICIPAL MANAGER

5.2.1 Provide support and commitment to the internship program as part of the Municipality's Skills Development Plan.

5.2.2 Ensure that managers include training and internships in their Strategic Plans

5.2.3 Ensure that the implementation of policies is included in each manager's performance management system.

5.2.4 In consultation with the specific head of department nominate a mentor for every intern

5.3 HEADS OF DEPARTMENTS

5.3.1 Accountable for ensuring that there is mentoring programs in all departments.

5.3.2 In consultation with the Municipal Manager nominate one officer to serve as a mentor/coach and that a mentoring contract exists.

5.4 CORPORATE SERVICES DEPARTMENT

5.4.1 Ensure that interns are placed with the right person for mentoring.

5.4.2 Ensure that mentoring program is well coordinated

5.4.3 Ensure that the indemnification forms are signed

5.4.4 Monitor the Internship program

5.5 INTERNS

- 5.5.1 Must sign an agreement with the Municipality
- 5.5.2 Apply themselves diligently to their tasks and projects.
- 5.5.3 Manage their own learning process by raising problems that may arise.
- 5.5.4 Combine practical experience from the internship training with their classroom learning.
- 5.5.5 Behave in a professional manner at all times.
- 5.5.6 Write reports on their experiences prior to completing their learning programme.
- 5.5.7 Abide by the rules, regulations and protocol of the Municipality.

6. REQUIREMENTS TO QUALIFY

6.1 FIELDS OF STUDY

To qualify for the internship programme, the person applying must have completed or be in the process of completing a undergraduate or postgraduate study in any of the following fields (depending on the municipal needs for recruiting an intern):

- Economics
- Accounting
- Taxation
- Econometrics
- Statistics/Mathematics
- Industrial Psychology
- Social Policy
- Finance
- Banking
- Financial Management
- Internal Audit
- Bachelor of Town and Regional Planning

6.2 DESIRED PROFESSIONAL ATTRIBUTES

Individuals on a career path towards the Municipal Environment will discover that it requires people who demonstrate a varied and lengthy list of attributes. Candidates demonstrating these attributes, or a tendency towards these attributes, will improve their opportunity to be selected by MORETELE Local Municipality. These attributes include, but are not limited to:

- Some basic knowledge about local government;
- An interest in pursuing a career in municipal environment;
- Experience working with community groups or involvement with volunteer community organizations;
- A desire to influence public policy and community development through public service;
- Flexibility in terms of hours and job requirements;
- Problem solving ability;
- Positive public relations skills;
- A motivated, self-directed learner who will take initiative.
- MORETELE Local Municipality may set additional criteria for their intern selection. An applicant's entire intern application package will be considered. It is important to remember that the intent of the program is to train an intern so he/she may pursue a career in municipal environment. Individuals not interested in pursuing a career in the public sector are encouraged not to apply.

7. TERMS AND CONDITIONS OF EMPLOYMENT

7.1 APPOINTMENT

The Municipal Manager in consultation with the Head of the Department shall take the decision to appoint and intern in that specific department. The Corporate Services Department may also submit a request to a Directorate for that Head of Departments consideration.

7.2 REQUIRED DOCUMENTS

The intern is required to submit the following documents to the municipality for filing purposes: -

- 7.2.1 Short curriculum vitae and certified copy of ID Document.
- 7.2.2 Academic records
- 7.2.3 The field of study
- 7.2.4 Period of internship needed
- 7.2.5 Proof of residence

7.3 PERIOD OF EMPLOYMENT

The employment contract will be for a period of 12 months with an option to extend the period for a further 12 months. This decision will be taken at the end of the 12 months by the Head of the Department in consultation with the Municipal Manager.

The maximum length of the internship programme shall be 36 months.

7.3 TERMINATION OF INTERNSHIP

- 7.4.1 Termination of this contract will automatically take place as and when the contract period terminates.
- 7.4.2 Notice of termination of contract will be given in writing and will be two weeks.

7.4.3 The parties agree that on termination of the agreement, the intern shall bear no expectation in relation to continue employment on whatsoever basis.

7.5 Automatic cancellation of internship contract will occur in the event that:

7.5.1 If the intern fails to return to the municipality after a period of legally approved suspension from the internship contract

7.5.2 If the intern is in breach of the internship contract

7.5.3 If the intern fails to report for work even though he or she is not entitled to leave or sick leave in terms of the employment contract

7.5.4 If the intern commits a criminal offence

8. REMUNERATION

The intern will receive a stipend not a salary as stipulated by the funding grant.

9. WORKING HOURS AND OVERTIME

Normal working hours will be from 7:00 to 16:00 on Mondays to Thursdays and 7:00 to 15:00 on Fridays. Meal intervals on Mondays to Thursdays are from 13:00 to 13:30 daily. Due to deadlines or work requirements it might be expected of the Intern to work overtime. This must however be motivated and approved by the Head of the Department before the overtime is worked.

10. LEAVE

10.1 Study leave -The Municipality shall give interns study leave in case they are attending the regulated MFMP training and for any qualifications that relates to the Municipal Finance;

10.2 Annual leave - The annual leave shall be according to the Municipality's policy and /or the agreement as per the internship contract;

10.3 Maternity leave - The Municipality shall use its own discretion, in line with its Human Resource policies to deal with maternity leave;

10.4 Other leave - The Municipality shall use its own discretion, in line with its Human Resource policies to deal with any other leave request.

11. POLICIES AND PROCEDURES

On commencement of the internship the municipality must make available to the intern, the National Treasury and all interested parties formal written policies and procedures that govern:

- 11.1.1 Recruitment and the qualifications required;
- 11.1.2 Administrative and financial arrangements;
- 11.1.3 Intern performance evaluation, feedback, retention and termination decisions;
- 11.1.4 Level of work achievement required for interns to be considered competent and to complete the internship programme; and
- 11.1.5 Due process and grievance procedures for interns.

The policies and procedures should be consistent with all relevant national legislation and must be complied with by the municipality at all times.

11.2 OFFICE SPACE

Office space and equipment like a computer may be provided to the intern (pending availability)

11.3 EMPLOYMENT CONTRACT

The employment contract will be subject to all existing labor and skills development legislation and should cover the following matters

- 11.3.1 Brief description of the position and the duties of the intern
- 11.3.2 Date of commencement, the internship period, extension clause and termination
- 11.3.3 Remuneration and compensation

11.3.4 Hours of work and overtime

11.3.5 Leave arrangements

11.3.6 Notice Period

11.3.7 Disciplinary actions

11.3.8 Other matters

12. PERSONAL DEVELOPMENT PLAN

Personal development plans should be prepared for interns, with inputs from the Municipal Manager and the heads of department soon after the initial orientation session. Personal development plans serve as road maps for developing interns so that they acquire the knowledge, skills and abilities to perform at the rank of a municipal officer. The plan is prepared by each intern with the assistance of the training coordinator and approved by the Municipal Manager

The plan should be used to identify the knowledge, skills and abilities needed by the intern to perform at managerial level in a particular department. It should also identify assignments to be given to the intern during his or her internship in a given department.

Other matters that should be included in the plan are formal training courses required and on-the-job training and the person who will provide this training.

The plan serves as the basis of the intern's performance plan and will therefore serve as a key results document if one is needed to manage the relationship between the municipality and the intern.

Heads of Departments or Supervisors may incorporate the plan into the performance plan and add performance criteria to complete this plan.

13. TRAINING

13.1 TRAINING PROGRAMME

It is important to ensure that learning and skills development activities during the internship are evaluated so as to determine their suitability for the municipal internship outcomes. In a nutshell, evaluation of this nature is done in order to:

- 10.1.1. Determine whether training objectives are being achieved
- 10.1.2. Gain information on how to improve the training,
- 10.1.3. Decide whether to continue, expand or eliminate the training, and
- 10.1.4. Assess training and learning activities as they relate to improved organizational performance

13.2 TRAINING RECORDS

The training coordinator must keep a record of the interns practical training experience from the date of the first appointment. The record of practical training experience should be kept in a suitable form to enable evaluation of recorded work-based skills.

An intern who fails to participate in the completion of relevant training records contravenes an important requirement of the internship contract.

14. MENTORING PROGRAMME

The Head of the Department, in consultation with the Municipal Manager and the intern is expected to identify their mentors. In the context of these guidelines, a mentor is deemed to be a counsellor, tutor or coach. It is recommended that a mentor be someone who is an expert in the field of accounting, economics, planning or finance.

The mentor-intern relationship requires special attention and care to ensure that all the parties involved meet expectations and undergo a fulfilling and rewarding professional experience.

Although he or she may wear many hats, the mentor's distinguishing characteristic is a commitment to the intern's professional and personal development.

As a motivator, the mentor can encourage the interns to accept challenges they might otherwise shy away from.

Consciously or unconsciously, good mentors know that it is far more important to empower than to teach. The mentor can serve as a networking resource, guiding the intern toward opportunities. While not an expert on everything, the mentor can help identify the correct source for information.

15. EVALUATION OF INTERNS

MORETELE Local Municipality is responsible to evaluate the interns every four months, to ensure the internship programme is working effectively and the expected goals are achieved.

During the work period, interns must be provided with the necessary feedback on work done as per their daily logbook. Interns should also be given written feedback, within seven days of completing a relevant work assignment, by the head of the relevant department (or the supervisor assigned to the intern) on the extent to which they are meeting the programme's requirements and performance expectations. Such feedback should include:

- 15.1.1 Written notification of progress and related problems (if any) that have been noted and the opportunity to discuss them;
- 15.2 Guidance regarding steps to remedy all problems (if remediable); and
- 15.3 Substantive written feedback on the extent to which corrective actions are or are not successful in addressing the issues of concern.

For purposes of evaluation, interns are expected to be competent in all the priority training areas.

Interns are considered competent if they are capable of executing tasks without supervision

16. PERMANENT EMPLOYMENT

The Municipality will endeavor to afford interns the opportunity for permanent employment by encouraging internal promotion over external recruitment.

An Intern with six months or less remaining on his/her contract shall be eligible to apply for vacancies within Moretele Local Municipality, without penalty.

The Human Resources Department of Moretele Local Municipality shall specifically make an Intern aware of any internal vacancies, if that Intern has six months or less remaining on his/her contract.

Interns will only be appointed on competence and ability to perform a job.

17. PENALTIES

Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

18. DISPUTE RESOLUTION

If there is a dispute about the interpretation or application of this policy any party may refer the matter to the Head of Department.