

Postgraduate Internship Opportunity

About the internship with PDG

PDG is a niche public sector development consultancy with over 26 years of experience in providing research and evaluation, policy, strategic planning, and management support to the public sector. We have the ultimate aim of improving public services and governance in order to positively impact on the quality of people's lives. We are based in Cape Town.

We are looking for a young postgraduate with an interest in public sector Monitoring & Evaluation and/or Finance and the Built Environment to undertake a paid internship. A paid internship entails work on a fixed-term contract as a full-time intern in Cape Town for a period of 6 months from January to June 2018.

Please see www.pdg.co.za for further details on our practice areas and information about our organisation. **Deadline for applications: 20 October 2017**

Minimum requirements

Eligible applicants are:

- New graduates with an honours or Masters qualification in one of the following: civil engineering; economics; statistics; public administration; sociology; political science; environmental science; and/or other relevant disciplines.
- South African nationals, permanent residence holders and/or foreign nationals with a pre-existing right to work, and under the age of 30. Foreign nationals without a valid work or residency permit will not be considered.
- Fluency in English is essential and proficiency in any other of South Africa's official languages is an advantage.

Competency profile

PDG seeks candidates that meet the following competency profile:

- Knowledge of research methodologies, data collection, analysis and reporting writing;
- Excellent typing, writing and communication skills;
- Proficiency with key MicroSoft (Ms) Office applications: MSWord, Ms Powerpoint and Ms Excel;
- Knowledge of public policy development and the South African public sector is an advantage; and
- Demonstrated knowledge of statistics and/or econometrics, sampling, and research design is an advantage.

Personal attributes

- Willingness to embrace a variety of tasks, including fieldwork, tool (instrument) development, modelling and data analysis;
- Pro-active self-starter, team player willing to take initiative and go the extra mile;
- Values consistent with the organisation and a strong public interest orientation; and
- Must be available to be based full-time at PDG's office at 70 Rosmead Avenue, Kenilworth, Cape Town from January 2018.

PDG is committed to employment equity and providing a professional platform for young, black graduates to gain employment experience in line with the country's development goals. Applicants from historically disadvantaged backgrounds will be at an advantage.

Main duties

The main responsibilities associated with the internship are to:

- Conduct document and literary reviews;
- Contribute to project work including but not limited to:
 - Development of analytical frameworks;
 - Development of tools for data collection;
 - Collect, collate, capture, clean and analyse data;
 - Attend meetings and workshops, including notes and minute-taking;
 - Data modelling and analysis; and
 - Prepare and draft reports and presentations.
- Contribute to data and knowledge management within the company;
- Participate in on-going internal skills development and training; and
- Abide by all company policies and its code of conduct.

All applicants must please submit the following in electronic form as part of their internship application to Melanie Badenhorst (mel@pdg.co.za) by no later than 16:00 on **20 October 2017**:

- A cover letter with motivation;
- A brief letter of recommendation from a current or historical lecturer or supervisor that addresses your academic skills set and relevant personal attributes; and
- A full Curriculum Vitae (CV) including but not limited to: Date of birth; Identity Number; Nationality; Residential address; Language proficiency; Educational qualifications; Work and/or voluntary experience; and any relevant awards or bursaries received.

Please direct any questions related to the internship programme and process in writing to mel@pdg.co.za .

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