



# Postgraduate Internship Opportunity

## About the internship with PDG

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PDG is a Cape Town based niche public sector development consultancy with over 27 years of experience in providing research and evaluation, policy, strategic planning, and management support to the public sector. We support decision-making in the public interest with the ultimate aim of improving public services and governance in order to positively impact on the quality of people's lives.

**Opportunity:** Full time paid internship for a young postgraduate with an interest in public sector Monitoring & Evaluation, Finance and/or the Built Environment to undertake a paid internship.

**Main advantage:** A customised programme that prioritises building professional experience and developing young graduates.

PDG has two intakes for the internship programme. You may apply for either one based on your availability. Please indicate your preference in your cover letter.

First intake: January to June 2019

Second intake: July to December 2019

Please see [www.pdg.co.za](http://www.pdg.co.za) for further details on our practice areas and information about our organisation. **Deadline for applications: 19 October 2018**

### *Minimum requirements*

Eligible applicants:

- 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 under the age of 30.
- 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: MS Word, 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*

PDG seeks candidates with the following 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;
- Values consistent with those of PDG 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 2019 (or July 2019 if applying for the second intake).

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](mailto:mel@pdg.co.za)) by no later than 16:00 on **19 October 2018**:

- A cover letter with motivation (indicate which intake you are applying for);
- 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](mailto:mel@pdg.co.za) .

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