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| INTERNSHIP PLACEMENT FORM |
| 1. **BRANCH**
 | HERITAGE PROMOTION AND PRESERVATION |
| 1. **CHIEF DIRECTORATE / DIRECTORATE**
 | NATIONAL ARCHIVES AND LIBRARIES |
| **3. MENTOR’S NAME** | THOBEKA MTHETHWA |
| **4. COORDINATOR’S NAME** | THOBEKA MTHETHWA |
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| Recommended qualifications and area of specialisation: e.g. Bachelor of Arts: History | PUBLIC ADMINISTRATION  |
| *The purpose of this form is to ensure that there are clearly identified Key Results Areas and activities for Interns to be placed in different Chief Directorates / Directorates.*  |

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| **TARGETED DEVELOPMENTAL AREAS AND ACTIVITIES**  |
| **Key Result Areas** | **Key Activities** |
| 1. **Collating of inputs for the reports**
 | * Sending out of emails requesting inputs
* Following up on inputs
* Consolidating inputs received
* Compare targets with actual achievements and evidence submitted
* Submit to supervisor to check for correctness
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| 1. **Performance of Secretarial and administrative and related duties Councils and Forums**
 | * Sending out of meetings notices and invitations for workshops
* Drafting and circulation of agenda
* Doing cost estimates and drafting of requests for hosting meetings.
* prepare and circulate any reports before the meeting
* Minute taking in each meeting and
* keeping and updating the resolution register
* Distribution of minutes
* Follow up on decisions/resolutions
* Engage Council members about their travel preference and completing the transport requests for the Council members
* Source quotations form the travel agent
* Submit to transport services approval, quote and budget
* Processing of honoraria and any other claims
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| 1. **Coordination/ preparation and finalization of inputs for various reports**
 | * Coordinating inputs for the annual, performance, risk etc. reports.
* Assist in checking evidence with performance information
* Assist project managers to uploading on Barnowl
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| 1. **General Administrative duties**
 | * Doing research and drafting of submissions and presentations and other documents.
* Relieve at Registry staff when not in or attending training or on leave
* Processing of NARSSA staff claims
* Drafting of tariff increase yearly
* Drafting memos for procuring cleaning materials,
* Coordinate the re requirements of NARSSA staff qualifying PPE
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**Senior Managers Signature: -**----------------------------------------

**Date**: --------------------------------------------------