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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 |
| 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 |
| 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 |
| 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**: --------------------------------------------------