



The National Prosecuting Authority of South Africa
Igunya Jikelele Labetshutshisi boMzantsi Afrika
Die Nasionale Vervolgingsgesag van Suid-Afrika

INTERN POLICY FOR THE NATIONAL PROSECUTING AUTHORITY

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Approval

The signatories hereof, being duly authorised thereto, determine and issue hereby the official Intern Policy of the National Prosecuting Authority.

 Acting National Director: Dr MS. Ramaite

 Date

 Chief Executive Officer: Ms M Sparg

 Date

Foreword

This document is applicable to the National Prosecuting Authority.

Revision History

Revised Series	Version. Revision	Change Control Meeting Date	NPA Approval Date

INTERN POLICY

1. POLICY STATEMENT

The National Prosecuting Authority (NPA) is committed to creating a training and development environment, and to providing for its specific staffing needs on a long-term basis.

2. RELEVANT LEGISLATION AND OTHER DOCUMENTS

The following legislation and documents are relevant to this Policy:

- (a) The Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997).
- (b) The Skills Development Act, 1998 (Act No. 97 of 1998).
- (c) The Labour Relations Act, 1995 (Act No. 66 of 1995).
- (d) The White Paper on Public Service Training, Education and Development.
- (e) Relevant NPA Policies.

3. OBJECTIVES

The objectives of the Intern Policy are to—

- (a) provide a framework of guidelines, norms and standards, which will allow the NPA to create opportunities for students to receive in-service training and gain practical work experience;
- (b) meet the challenges of capacity building in the Public Service; and
- (c) create awareness within the private and educational sector as to the manner in which the Public Service functions.

4. SCOPE

The Intern Policy applies to individuals who work for the NPA for a specific period and are paid a set stipend, either by the NPA or by other persons, institutions or sponsors. Such individuals may be students, recent graduates or young professionals.

5. POLICY

5.1 Selection Criteria

- (a) Interns should be tertiary education students or recent graduates. They should be South African citizens, and preferably from the formerly disadvantaged groups.
- (b) Non-South African citizens may, in exceptional circumstances, after considering available local students and with the approval of the CEO, be accepted onto the NPA's Internship Programme. The CEO must set the period of the Internship Programme contract.
- (c) Candidates must be willing to sign a confidentiality agreement, before they are admitted to the Programme.

5.2 Selection process

Vacancies for interns must be advertised locally (the media may be used if the advertisements are placed free of charge). The vacancies can be advertised on the website of the NPA. NPA employees must also be encouraged to publicise the Programme by word of mouth or by any other appropriate means.

5.3 Screening

- (a) The recruitment, selection and placement of interns is a human resource management function, and must be performed in consultation with the Business Units. The Business Units must provide information about the technical requirements of the job. The recruitment, selection and placement must be carried out uniformly organisation-wide.
- (b) The selection process, interviewing and other selection methods must be implemented in line with the Recruitment Policy of the NPA.
- (c) The placement of interns must be based on the needs of the respective Business Units of the NPA.

5.4 Period of internship

The period of appointment under an Internship Programme is 12 months. This period can be increased or shortened in exceptional circumstances. No expectation of permanent employment is created by the appointment of interns.

5.5 Stipend

Local interns who are South African citizens are paid an amount based on an annual stipend set by the CEO.

5.6 Conditions and termination of service

- (a) Interns should have reasonable access to available office accommodation, computers, information and work-related

resources that are used by the Business Units to which they are assigned.

- (b) Interns should, as far as possible, be exposed to relevant activities and processes of the NPA, and should be given an opportunity to take part in relevant and appropriate activities as part of their development and exposure.
- (c) Interns must find their own residential accommodation and transport.

5.7 Use of interns

- (a) All Business Units that intend using interns must develop a specific and detailed programme on what they will be expected to do during their internship period. The Training Forum must approve this programme. It must also indicate how the NPA and the interns will benefit from the internship.
- (b) Proposals or offers for internship activities or support, must first be directed to the Training and Development Forum.
- (c) Each intern must be attached to a specific supervisor, who will be responsible for his or her mentoring and development.
- (d) The Leave Policy regulates leave of interns, as if they are contract employees.
- (e) The number of interns per Business Unit must be limited in order not to disrupt internal performance.

5.8 Evaluation and recommendation

- (a) Each Business Unit must evaluate the contribution its interns make, and their development and exposure in the NPA. Intern evaluations must be in line with the Performance Management Policy of the NPA.

- (b) The relevant supervisor must compile reports on the progress of individual interns, and submit these reports to the relevant section in the Human Resources Management and Development Unit.

5.9 Termination of service

- (a) Interns must comply with the rules and procedures of the NPA. They are expected to behave and account for their conduct, in the same way as any NPA member of staff.
- (b) Continued employment as an intern in the NPA, depends on performance and compliance with NPA rules and procedures. It also depends on the operational requirements of the NPA.
- (c) If the performance or conduct of an intern is not satisfactory and not in line with the rules and procedures of the NPA, the intern in question must be informed and given a written warning.
- (d) If the intern fails to perform and behave according to the rules and procedures of the NPA, the NPA may decide to terminate his or her services.
- (e) The NPA reserves the right to terminate a contract with an intern at any point during the specified period. Termination must be done in line with the operational requirements of the Business Units. Notice for the termination of the contract, is in terms of the requirements set out in the contract.
