

**JOE MOROLONG LOCAL
MUNICIPALITY
“NC 541”**

**VOLUNTARISM AND INTERNSHIP
POLICY**

JOE MOROLONG LOCAL MUNICIPALITY VOLUNTARISM AND INTERNSHIP POLICY

1. PREMEABLE

The challenge of the **JOE MOROLONG LOCAL MUNICIPALITY** in partnership with other sectors is to equip South African with the skills to succeed in the global market and to offer opportunities to individuals and communities for self advancement to enable them to play a productive role in society.

The **JOE MOROLONG LOCAL MUNICIPALITY** recognizes the challenge facing our country and its education system, that of ensuring that we produce graduates that are to serve the needs of society. This can partly be realized by creating conditions in which the education systems is assisted by all sectors of society to produce graduates who are able to enter the job market with ease.

The **JOE MOROLONG LOCAL MUNICIPALITY** acknowledge that part of this challenge can be conquered by providing sufficient opportunity for experiential learning. We understand the important contribution which can be made by introducing a coordinated system of voluntarism and internship for tertiary graduates.

2. LEGAL MANDATE

The Constitution of the Republic of South Africa Act 108 of 1996

The skills development Act 97 of 1998

The skills development levies Act 9 of 1999

Municipal systems Act 32 of 2000

Compensation for Occupational Injuries and Diseases Act 130 of 199

3. PURPOSE

The purpose of this policy is to introduce and sustain a system of voluntarism and internship for tertiary education graduates coming out of tertiary institution in South Africa in general and the Northern Cape Province in particular.

To regulate and guide the appointment and or admission of the volunteers and interns in the municipal workforce.

The internship is aimed at graduates who through demonstrated achievements in academic studies, work or research, have shown interest in the creation and utilization of knowledge

4. OBJECTIVES

Is to introduce and sustain a system of internship and voluntarism for **JOE MOROLONG LOCAL MUNICIPALITY**, John Taolo District, Northern Cape community members, structures, and tertiary graduates in particular.

Contribute to the noble dream of producing rounded graduates.

Lessen the impact of graduate unemployment on both the graduate themselves and the competitive labour market.

Register a contribution towards achieving the objective of “Human Resources Development for job creation, skills development and economic growth.

Produce a pool of capable graduates from which community based organisations (CBO) and Non-Government Organisations (NGO’s), business sectors can draw skills and talent.

Create a patriotic citizen and youth in particular, capable and willing to serve society.

Subject to policy directives of council, fill in gaps within the municipality which may be experienced by natural employee movement.

5. PRINCIPLES TO GUIDE IMPLEMENTATION OF THE POLICY

Affirmative action and Employment Equity

Municipal and Provincial Bias

Service to the community

Effective utilisation of Volunteers and/or interns

6. RECRUITMENT AND SELECTION OF VOLUNTEERS

The Municipality may use primarily its personnel procurement policy and all other acceptable methods of recruitment in order to attract interest volunteers

This will include, but not limited to:

News paper and other media advert where necessary

Placing notices at Tertiary institutions

A selection process, where competition for openings is intense, may be embarked upon. Such a selection process shall be underpinned by the principles of fairness, equity and objectivity.

Where the demand is not intense, the municipality may engage volunteers without embarking on a selection process.

The interns must have completed their tertiary studies at a recognised institution or must be pursuing a legal, economical, financial and other fields of study relevant to the needs of the Joe Morolong Local Municipality

The municipality shall always reserve the right to engage or not to engage a particular volunteer or an intern, and may disclose reasons for its decision, as required in terms of the law.

7. UTILISATION OF VOLUNTEERS

The placement shall always be done with due consideration to volunteer and/or area academic training, potential, interests and municipal departmental needs.

Every volunteer/intern should know who his or her supervisor

Volunteers/interns should, particularly during their formative stages of employment, be placed among a team of employees who are already used to the job.

Every volunteer/intern shall undergo personnel orientation dictated by the personnel orientation manual.

All volunteers/interns are expected to submit a three monthly report to their designated supervisor, outlining their challenges, areas of concern, difficulties experienced and suggested ways of improvement. This report will be discussed with the designated supervisor, who must compile a report to the Municipal Manager.

The above mention report may be coupled with a performance assessment to be done by a designated supervisor making use of an approved performance assessment instrument.

Volunteers/interns shall be subject to all rules of behaviour, including the code of conduct, which apply to municipal officials.

All volunteers/intern shall be required to sign an agreement with the municipality.

8. EVALUATION

An analysis will be conducted at the end of the evaluation to assess whether it has been beneficial to the protégés and whether they have obtained the necessary experience.

All volunteers/interns are expected to submit a three monthly report to their designated supervisor, outlining their challenges, areas of concern, difficulties experienced and suggested ways of improvement. This report will be discussed with the designated supervisor, who must compile a report to the Municipal Manager.

The volunteers/interns must submit a complete project demonstrating acquired skills upon completion.

9. SAFETY OF THE VOLUNTEERS

The Municipality's liability in respect of any injury or death of the volunteers or interns resultant from service rendered, shall be limited to the award made to the volunteer/intern by the Compensation Commissioner in terms of the Compensation for Occupational Injuries Act, 1993 (Act 130 of 1993).

10. REMUNERATION

The Municipality is under no obligation to remunerate volunteers or Interns for service rendered.

Where a volunteer/intern, or group of volunteers are placed in a unit/s where vacant posts exist, the municipality may provide a stipend or honorarium which will be determined by Council from time to time.

All request/s for remuneration shall be fully motivated by the relevant Head of Department, and may only be approved by the Municipal Manager as the last Accounting Officer or his/her delegate.

Under no circumstances will remuneration be granted to a volunteer/Intern be more than 50% of the gross salary of the vacant funded post within which she/he functions.

11. DURATION OF ENGAGEMENT

The maximum duration of employment of volunteers shall be twelve months.

Any extension with financial implications may only be granted by Municipal Manager with the Full Council.

12. COMPETING FOR INTERNALLY ADVERTISED

Volunteering or serving Internship in the municipality is not accompanied by any promise for a substantive position/job whatsoever.

For purpose of internally advertised posts, volunteering candidates should be considered as employees of the municipality.

The above-mentioned provision is intended to provide volunteers/interns with an opportunity to compete for internally advertised posts.

Internally advertised posts in this context will be limited to the Municipality only as the Municipality can not commit other departments or organisations to this arrangement.

13. REVISION OF THE POLICY

The Joe Morolong Local Municipality's voluntarism and internship policy must be reviewed and amended, as and when it is necessary, to ensure that it remains relevant.