

Public Service Internships

The public service internships are designed to provide graduates with valuable work experience relevant to the graduate's field of study. Graduates are invited to apply during the application window. They submit their CV's; screening process are the done, and the best applicants are then called for an interview, sometimes a practical assessment where applicable. Once the process is done the interview panel will decide on the best candidate among those who had an interview and that specific candidate is appointed for the position. A formal appointment letter is served, terms of contract are explained to familiarise the intern with the rules of the work environment.

To make the intern better familiar with the work being done by that specific ministry or office, a detailed induction takes place where interns are allowed to asked questions and engage with senior staff. An induction is done with the prime purpose of orientating the intern to the organisation profile, functions and the role expected from the intern. This process formalises the internship, a mentor is introduced to the intern and a mentor-intern contract and a job profile is signed.

Interns play various roles within the entrant's levels. There are general roles interns play, those may include note taking during meetings, report writing where applicable and organising for meetings and seminars. These are general roles which interns play in addition to those roles specified in the job profile. They are also important roles which capacitates interns into noting and internalising important tasks and commitment done within the work environment.

Interns are sometimes side-lined when it comes to strategic and top-level duties. That might be caused by the fact that interns are not allowed to interact with top-secret documents. However, excluding interns in strategic meetings and planning infringes the intern the capabilities, skills and training which they could have developed through their involvement. With them being excluded to such engagement, they are expected to play administration responsibilities such as preparing documentation and for other related duties. In addition, these duties may include booking meeting venues and preparing meeting documents. However, them being excluded from these top-level engagements does not interfere with the duties they are expected to perform as provided by their job profiles. But, in fashioning knowledgeable, experienced and capable leadership in the public service, exposure and participation are core.

Even though a job profile might have been developed and signed, adherence to the provisions thereof are not binding with a weak Human Resource Management team. The outcome of an unbinding mentor-intern contract weakens the mentor-intern contract. The absence of term reviews inhibits the Human Resource unit from knowing and tracking intern development and participation on valuable work. If then the mentor does not expose the intern to various government programmes and work but allow the intern to perform more of administration duties, that will not groom the intern and it will be hard for HR to track such.

Public Service internship are not always the bad and unproductive projects. In a responsive department and unit with capable mentors and supervisors, interns are exposed to meaningful work. They get to be involved in the planning of big and small projects thus be exposed in project management, financial management, customer relations and other skills acquired through being involved in such activities. They are exposed to stakeholder management as the government interacts with various stakeholders who are involved in management and day to day operation of a country. Furthermore, interns are allowed to undertake training programmes which are deemed scarce and critical. They take courses such as Project Management and can also request to go through their sector specific courses. However,

extra courses should be undertaken with if there is an agreement between the intern, mentor, supervisor, Human Resource and Supply Chain Management offices.