

## DSI/HSRC INTERNSHIP CONTRACT:

BETWEEN

THE HUMAN SCIENCES RESEARCH COUNCIL (HSRC)  
(hereinafter referred to as “the EMPLOYER”)

AND

Full names and Surname \_\_\_\_\_

ID Number: \_\_\_\_\_

(hereinafter referred to as “the INTERN”)

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The EMPLOYER hereby undertakes to provide a learning opportunity for the INTERN for a **24-month period** (“the Internship Period”), subject to the INTERN’s compliance with the requirements of the Internship Programme.

The INTERN will perform his/her duties at a unit in a specified Institution (herein referred to as “the HOST Institution”) that is compatible with his/her level of knowledge and experience, at times and dates stipulated in the Internship Programme by mentors.

### 1. DURATION AND WORKING HOURS

The INTERN will be appointed as a \_\_\_\_\_ intern and the contract period is for a period of twenty-four (24) months only and is non-renewable effective from \_\_\_\_\_ to \_\_\_\_\_.

The INTERN shall devote all his/her working time faithfully and diligently to the service

of the host institution for a minimum of eight (8) hours per day (excluding meal breaks) from Monday to Friday.

## **2. PERFORMANCE AND WORKING ARRANGEMENTS**

The INTERN shall observe the rules and directives applicable to the Host institution where the INTERN is based. The INTERN will furthermore be required to comply with the provisions of the Disciplinary and Grievance Procedures of the EMPLOYER as the employing agency. Copies of these are available on the EMPLOYER's Intranet portal.

The work performance of the INTERN will be evaluated quarterly to determine progress made during the period of internship.

The INTERN will not, without the prior express written permission of the EMPLOYER perform or undertake to perform work for remuneration outside the service of the HOST Institution, either during or outside official hours of service.

When the INTERN is required to do duty away from the HOST Institution, the INTERN shall travel at the expense of the HOST Institution and a subsistence allowance shall be paid to him/her in accordance with the HOST Institution's Financial Regulations and policy/ies in force and applicable at the time.

Whilst in the service of the HOST Institution, the INTERN will be subject to any other rules and procedures of the Host institution, and those which may be introduced from time to time, and to all common law and applicable statutory provisions.

## **3. REMUNERATION AND DEDUCTIONS**

The INTERN will be paid from the date on which s/he assumes duty, as may be applicable - refer to table below.

Bachelor's Degree	R6 375-00 p.m.
Honours Degree	R7 055-00 p.m.
Master's Degree	R8 375-00 p.m.

The INTERN will be paid monthly on the 25th day of every month ("Pay Day").

### **Payment date exceptions are as follow:**

- a) December salaries will be paid on an earlier date as determined by the HR Department of the EMPLOYER.
- b) Pay dates due on a Saturday, Sunday or Public Holiday, will be the preceding working day.

- c) Upon resignation or end of contract, the INTERN will be paid on the last working day of the month.

Overtime - no payment will be made for overtime, however subject to prior agreement and approval by the host institution, time off could be granted in consultation with the mentor equivalent to the overtime served; at the most convenient time to the HOST institution.

Deductions - prescribed Income Tax and Unemployment Insurance deductions will apply.

#### **4. LEAVE**

Leave of absence shall be granted to the INTERN in accordance with the provisions of the Basic Conditions of Service of the DSI/HSRC Internship Programme, namely:

- a) one (1) days' vacation (annual) leave for every seventeen (17) days worked (i.e. 15 days per 12 months). Note: leave not taken will be forfeited and no leave will be paid out upon termination of contract for any reason.
- b) twelve (12) days sick leave per annum, as stipulated by the Basic Conditions of Service of the DSI/HSRC Internship Programme.
- c) Five (5) days family responsibility leave.

#### **5. HEALTH AND SAFETY**

You will be required to comply with the health and safety rules and regulations of the Host institution and observe all health and safety protocols.

#### **6. PARTICIPATION IN CAPACITY DEVELOPMENT PROGRAMME**

The INTERN will be required to attend all capacity development programmes and meetings organized by the EMPLOYER, unless a valid reason is provided.

#### **7. PARTICIPATION IN MONITORING AND EVALUATION INTERVENTIONS**

The INTERN should note that the programme will be collecting information on individual performance in the programme for monitoring and evaluation purposes. This is a necessary requirement of participation in the programme and for reporting to the Department of Science and Innovation. The information shared will be anonymised and will not identify the INTERN directly.

In addition, the INTERN will be invited to participate in surveys, focus groups and key informant interviews were required as well as other relevant research activities. For each of these activities the INTERN's prior consent will be secured. The INTERN's active participation will be a prerequisite. We would appreciate your active participation in these

activities for which your prior consent will be secured.

## **8. CONFIDENTIALITY AND POPIA COMPLIANCE**

It is a condition of this appointment that during the course of the Internship and /or association with the HOST Institution and at any time thereafter, that the INTERN shall keep secret and refrain from any improper use of confidential or proprietary information to which the INTERN may have access whilst placed at the HOST Institution.

The INTERN will also undertake not to communicate to any person not in the service of the EMPLOYER and HOST institution, or to publish information pertaining to documents and knowledge acquired in the execution of his/her duties, either during the term of this Agreement or after its termination, unless the EMPLOYER/HOST Institution has previously given the INTERN written permission for such communication or publication.

The EMPLOYER may, at any time by way of written notice to the Intern, require him/her to return or destroy any material containing, pertaining to or relating to Confidential Information and to expunge such Confidential Information from any word processor, computer or other similar device into which it was entered or programmed, and may, in addition, require the Intern to furnish a written statement to the effect that, upon such return, the INTERN has not retained in its possession, or under its control, either directly or indirectly, any such material.

The INTERN understands that during the terms of his/her employment with the Employer, he/she may come into possession of Personal Information as defined, and protected as such by the operation of the Protection of Personal Information Act, Act 4 of 2013 (POPIA).

The INTERN confirms that such Personal Information will be used only for the purpose it was collected, and undertakes not to share such information with any third party, unless the information is shared with such a third party for execution of the purpose that it was collected for.

The Intern shall promptly inform the Employer of any actual or suspected unauthorised access, use or other abuse of the Personal Information of which he/she becomes aware of.

## **9. INTELLECTUAL PROPERTY**

The EMPLOYER is guided by statutory legislation in relation to ownership of intellectual

property, and governed in its handling of intellectual property by its official Intellectual Property Rights Policy.

All intellectual property generated by the INTERN in the normal course and scope of their duties shall vest with the EMPLOYER. The INTERN agrees to assign to the EMPLOYER any and all intellectual property authored or generated by the INTERN during the course and scope of their duties with the EMPLOYER.

## **10. TERMINATION OF CONTRACT**

The EMPLOYER may, terminate this contract, based on consultation with and provision of evidence by the HOST Institution, if the INTERN is guilty of misconduct, as defined in the Disciplinary Code of the EMPLOYER.

The EMPLOYER may dismiss the INTERN from the programme if the EMPLOYER, based on consultation with the INTERN's HOST Institution mentor and the Director, Human Resources at the EMPLOYER, is of the opinion that the INTERN is not making satisfactory progress with regard to the programme.

Any absence during the internship Contract Period without notification to the HOST Institution will jeopardize the successful completion of the programme.

The INTERN may during the internship Contract Period, terminate this Agreement by giving the EMPLOYER **2 (two) weeks'** prior **written** notice and by working 2 (two) weeks' notice. In the event of resignation, **no leave** may be taken during the last two weeks' **notice period**.

Resignation from the internship programme may not be retracted after the INTERN has served the two weeks' notice period.

## **11. GENERAL**

Any matter having any bearing on this Agreement and for which no specific provision has been made in this Agreement, shall be dealt with in accordance with the provisions of the relevant sections of the Labour Relations Act and the Basic Conditions of Employment Act.

Notwithstanding anything herein contained, the conditions of this appointment shall be governed by the Basic Conditions of Service of the DST-NRF Internship Programme.

Interpretation of the provisions of this Agreement shall be in accordance with the laws and the principles of laws applied in the Republic of South Africa.

By signing this agreement the INTERN confirms that all terms and conditions of this agreement will be binding on the INTERN.

Kindly sign this agreement and return to the EMPLOYER within 14 days, after which date the unsigned agreement will automatically expire.

**THIS DONE AND EXECUTED** by the parties to this Agreement.

<b>Place:</b>	<b>Place:</b>
<b>Date:</b>	<b>Date:</b>
<b>EMPLOYER:</b>	<b>INTERN:</b>
<b>Witness:</b>	<b>Witness</b>