

## Setting up an Intern Account Step by Step Guide:

**NB:** graduates who have previously applied on the HSRC Internship Application system **ONLY** need to reset their password by clicking on **Forgot Password** link (**Check spam emails**).

- To create an Intern account, go to link the link, <http://interns.hsrc.ac.za/>
- On the landing page of the intern management system, click on **Create Intern Account** button,
- To validate your ID number capture your 13 digit numbers as it appears on your identity document.
- Once validated create an account by capturing your username (valid email) and password,
- Ensure to verify your email account and proceed to login
- On the landing page once logged in, go to **My Profile** menu and complete all the sections
- Proceed to **My Applications** menu item,
- Click on **Add** button and provide your intern positions,
- To edit your application, click on Edit Positions,
- Upon completion of your intern positions, proceed to click on, **Actions** button, and on the drop down list, click **Confirm the application** option, this will be followed by an email notification confirming that you application was successfully submitted to the HSRC.
- If you wish to edit your application after final submission to the HSRC, send us an email.

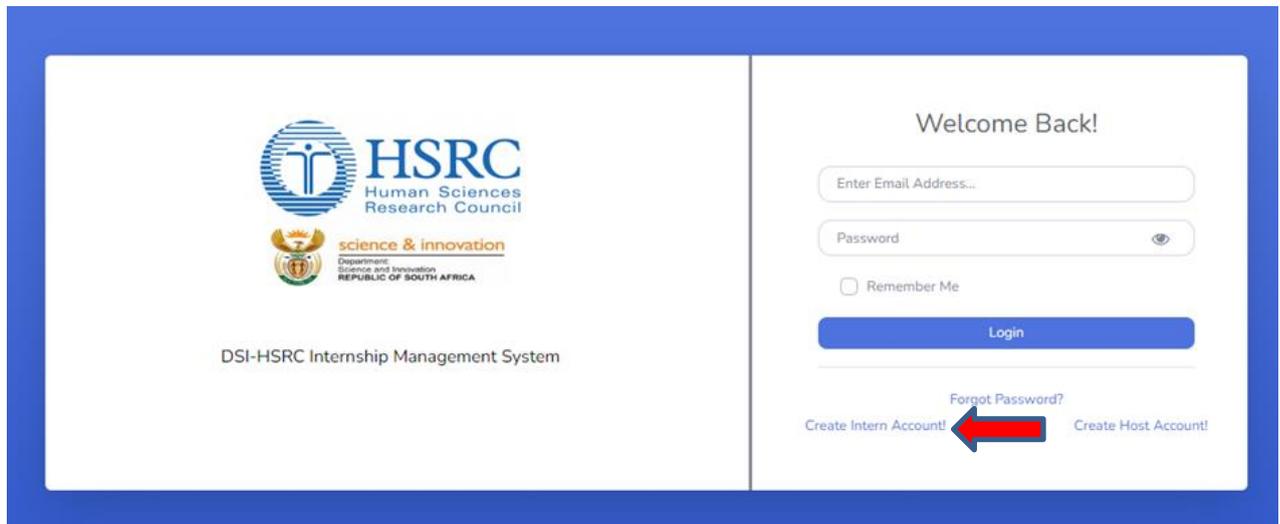
For any technical support email Mr Sbonelo Mbhele at [nmbhele@hsrc.ac.za](mailto:nmbhele@hsrc.ac.za) (073-094-9738) / Mr Sello Raseruthe [SRaseruthe@hsrc.ac.za](mailto:SRaseruthe@hsrc.ac.za).

### Query Response team Contact Details

Name	Surname	Email address	Contact number	Cell no
Lawrence	Makgae	LMakgae@hsrc.ac.za	012 302 2287	+2771 319 6878
Bongile	Mbilana	BIMbilana@hsrc.ac.za	012 302 2071	+2778 943 7959
Lusanda	Noqoko	Noqoko@hsrc.ac.za	012 302 2109	+2778 264 1656
Zinhle	Mxoli	ZMxoli@hsrc.ac.za	012 302 2117	+2761 369 4560

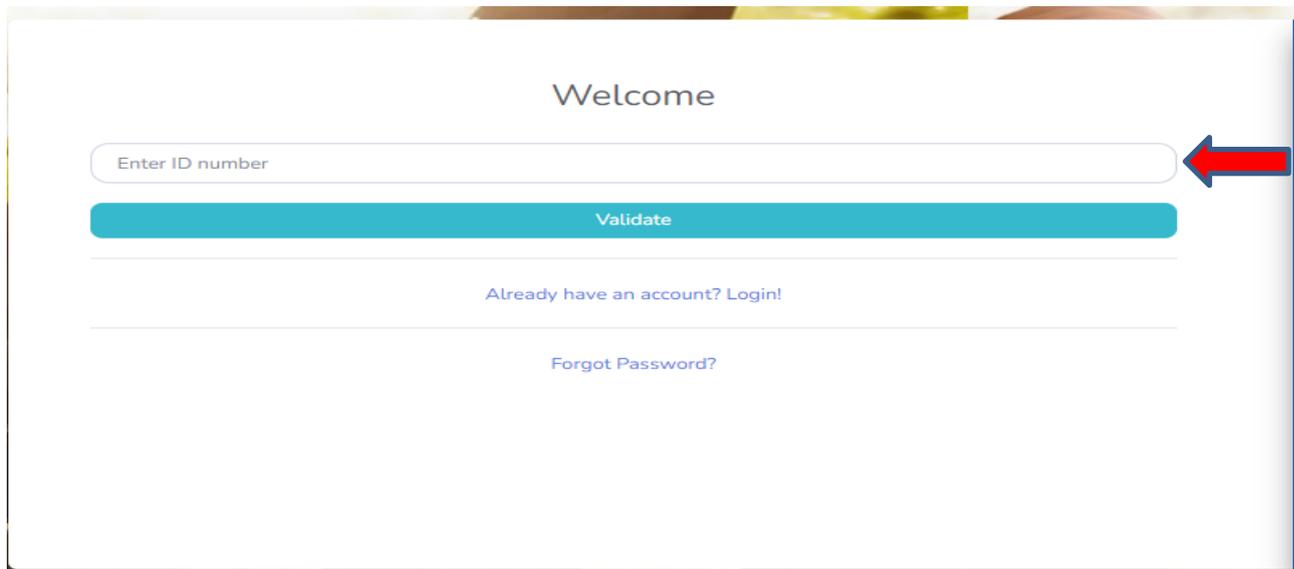
# HSRC INTERNSHIP ONLINE PLATFORM NAVIGATION LAYOUT

Graduate(s)



Picture 1: Online management system landing page

On the landing page of the HSRC Internship Application portal proceed to click on **Create Intern Account** button to setup your account.



Picture 2: ID Validation Page

On the welcome page of validity screen, capture your ID number in order for the HSRC to verify your status to ensure that you are not a past beneficiary on the programme as well as validate the age limit.

### Create an Account!

First Name	Last Name
Email Address	Intern
Password	Repeat Password

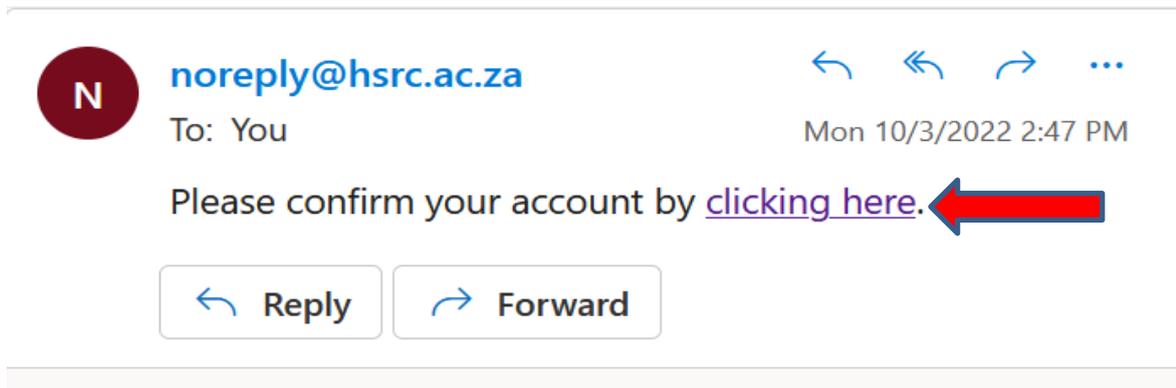
**Register**

[Already have an account? Login!](#)

**Picture 3: Account Registration page**

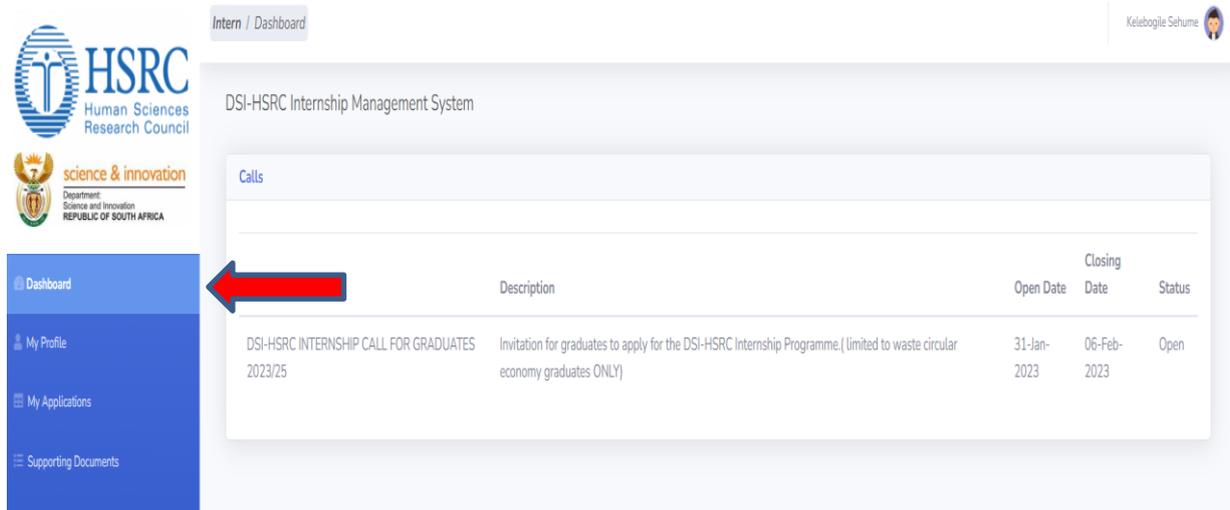
On the account registration page, proceed to capture all the required information including a password and click on **Register** button upon completion. Note that the username and password created on this page will be used for all future access to the portal.

## Confirm your email



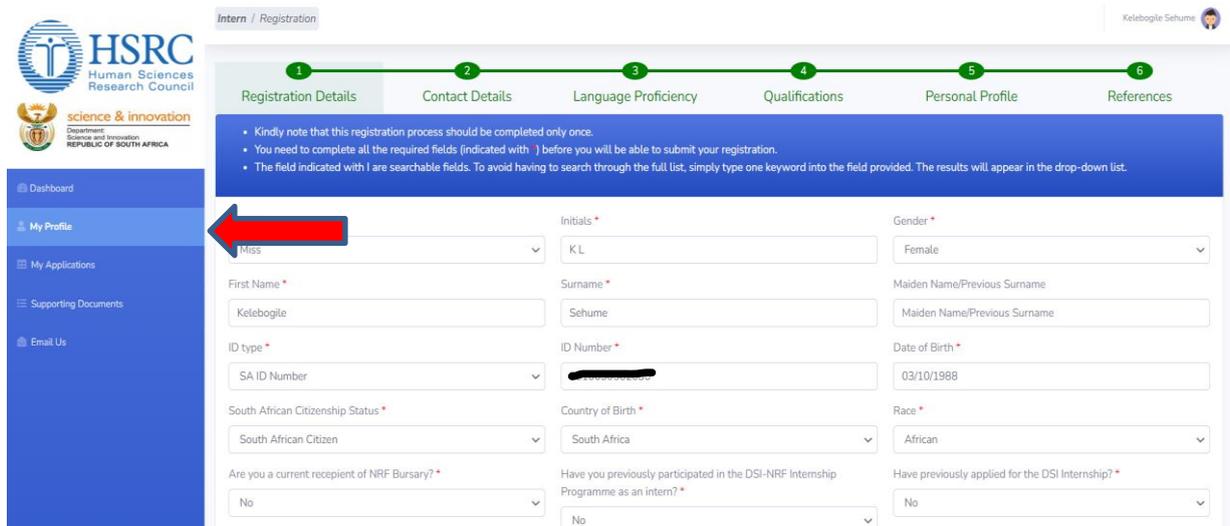
**Picture 4: Email Notification Confirmation**

Upon completion of the creation of an account, you will subsequently receive an email notification with a request to confirm you email address, proceed to on click here hypertext link to confirm and proceed to login.



**Picture 5: Dashboard Page**

Upon successful login, you will be redirected to the landing page as displayed on the picture above. Kindly proceed to click on **My Profile** menu item to the left of your screen and ensure to capture all the relevant sections.



**Picture 6: My Profile Menu Item Sections**

On My Profile menu proceed to capture all the information on all sections (**Registration Details, Contact Details, Language Proficiency, Qualifications, Personal Profile and References**) and ensure to click on save button upon completion of each section which changes the color from red to green. Note that you will be also be required to upload certified copies of your ID, Academic transcript in relevant sections & Attach the most up-to-date CV.

**Picture 7: My Applications**

In order to create an application click on **Add Positions** button and specify your *preferred provinces* and *the area of specialization/discipline* you wish to apply for. Proceed to click on **Submit** button. If you wish to edit your submitted positions click on **Actions**, on the dropdown select **Edit positions** button. Upon completion of your respective positions submissions proceed to click on **Actions, Confirm Application**. On the Application details dialog page proceed to click on **Confirm** button to submit your application.

**Picture 8: Confirmation of submission**

To confirm if your application has been submitted to the HSRC, you should receive an email notification confirming the submission.

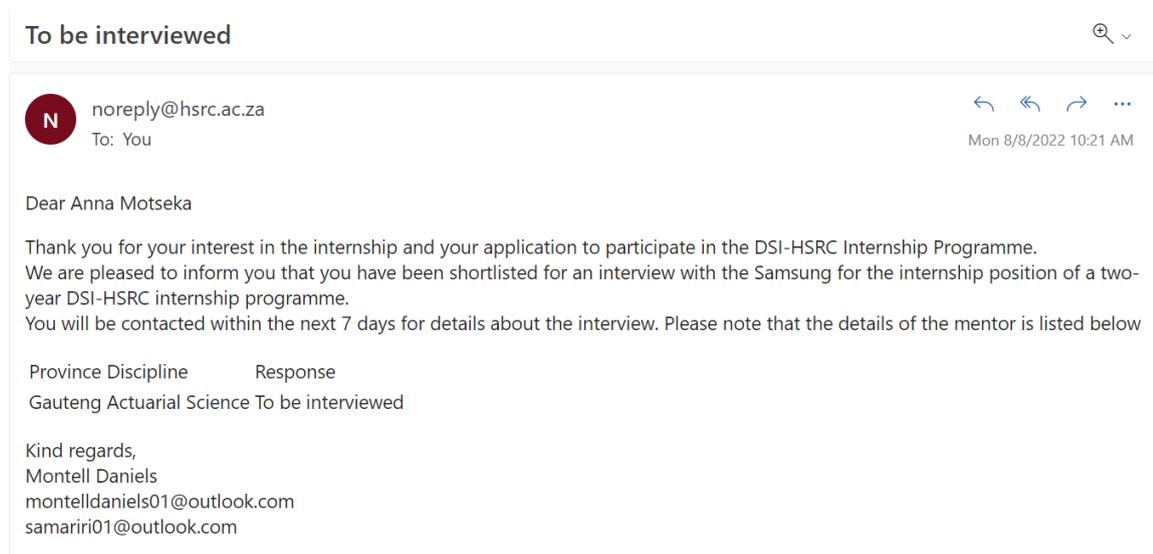
- A timeout will appear when there is no activity on the system for 25 minutes. Click on the refresh button as this will enable the continuation/completion of the application.
- Strictly adhere to closing date of 5th September 2021 for submission of applications.
- This window will show the status of your application e.g. submitted, in progress etc.

Title	Open Date	Closing Date	Responder(s)	Response	Position Applied For	
DSI-HSRC INTERNSHIP CALL FOR GRADUATES 2023/25	31-01-2023	06-02-2023	• • •	• Submitted to HSRC • Submitted to HSRC • Submitted to HSRC	• Analytical Chemistry • Analytical Chemistry • Analytical Chemistry	Actions ▾

### Picture 9: Submitted Application Status

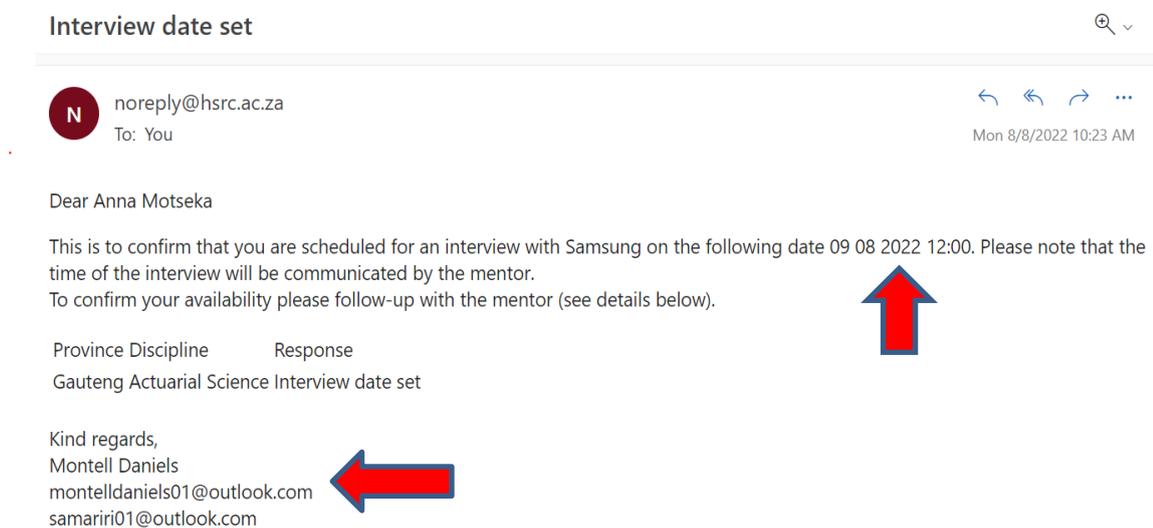
Upon completion and submission of your application you may click on **My Application** to view the summary of your application. To expand the view of your application click on **Actions** button and on the drop down select **View application**.

# Recruitment: Shortlisting, Interviews and Recommendation



**Picture 10: Interview Request**

If you are shortlisted by an interested host institution you will receive an email notification clearly indicating the name of the **host institute**, the province under which you are shortlisted as well as the full details of the interviewer (**mentor**) 's information located at the bottom of the email body.



**Picture 11: Interview set date**

Upon further processing of your application, the host institution will also specify the date and time regarding your interviews. Note that the interviewer may also send an email to provide further details of the interviews e.g. venue, type of interview( face-to face or virtual). You may be required to intermittently check your email in order to get the updated information.

## Interview unsuccessful



noreply@hsrc.ac.za

To: You



Mon 8/8/2022 10:27 AM

Dear Anna Motseka

Thank you for participating in the recent interview with respect to the two-year DSI-HSRC internship programme position. We regret to inform you that your interview with Samsung was unsuccessful. Please note that this means your application will still remain open on the portal to allow other interested host institutions to shortlist you for possible interviews.

Province Discipline      Response  
Gauteng Actuarial Science Interview unsuccessful

Kind regards,  
Montell Daniels  
montelldaniels01@outlook.com  
samariri01@outlook.com

### Picture 12: Outcome of the interview, Interview Unsuccessful.

Note that if your interview is unsuccessful you will receive an email notification as depicted on the picture above and the status of your application will subsequently revert to **Submitted to HSRC for review** to allow other host institutions to access your application.

## Offer to be made



noreply@hsrc.ac.za

To: You  
Cc: AErasmus@hsrc.ac.za



Wed 4/5/2023 5:33 PM

Dear Julius Malemana

Thank you for participating in the interview with Human Sciences Research Council (HSRC).

They have indicated to the HSRC that they are willing to host you as an intern for a two-year period as part of the DSI-HSRC Internship Programme and your application has made it to the next stage of the recruitment process.

In order to finalise your recruitment onto the DSI-HSRC Internship Programme you have to go through the final stage of the process which involves Verification of Eligibility (VEF). The main purpose of the VEF is for you to confirm that information that you provided in your application is accurate and importantly, to ensure that you meet the criteria outlined for participation in this programme.

In order to access and confirm the VEF click on the link <http://interns.hsrc.ac.za/> to login and proceed to **My Profile** menu and click on **Section 7 (VEF)**. You are advised to go through the form thoroughly to ensure that all your information is accurate and upon completion, proceed to click on **Confirm** button and click on the check box to grant consent. (Note that Applicants who applied in 2021, please click on forgotten password to reset your account.)

Upon submission of the VEF, HSRC will review it and in the event that you meet all the expected requirements as set out in the VEF template, we will subsequently load a copy of an internship contract for your processing located under a new section, **Contracts**.

If more than 7 days have elapsed and your profile have not been updated with the two sections above, then please send an email to [DSI\\_HSRC\\_Internship@hsrc.ac.za](mailto:DSI_HSRC_Internship@hsrc.ac.za) informing us that you did not receive any feedback on the system.

Please note that failure to complete and confirm information on the VEF, and/or to provide accurate information will disqualify you from participation in the programme. We will also undertake other checks and based on the findings of these checks you will be accepted or rejected in the internship.

Kind Regards,

DSI HSRC Internship Team

DSI\_HSRC\_Internship@hsrc.ac.za

### Picture 13: Outcome of the interview, Offer to be Made.

Note that if your interview is successful, you will receive a congratulatory email notification with further instructions to follow to kick-start the verification and contracting process by the HSRC.

Intern / Registration

Julius Malemana

1 Registration Details 2 Contact Details 3 Language Proficiency 4 Qualifications 5 Personal Profile 6 References 7 VEF

- Kindly note that this registration process should be completed only once.
- You need to complete all the required fields (indicated with \*) before you will be able to submit your registration.
- The field indicated with | are searchable fields. To avoid having to search through the full list, simply type one keyword into the field provided. The results will appear in the drop-down list.

Title \* Mr Initials \* J Gender \* Male

First Name \* Julius Surname \* Malemana Maiden Name/Previous Surname

ID type \* SA ID Number ID Number \* 9608180956089 Date of Birth \* 18/08/1996

South African Citizenship Status \* South African Citizen Country of Birth \* South Africa Race \* African

Are you a current recipient of NRF Bursary? \* No Have you previously participated in the DSI-NRF Internship Programme as an intern? \* No Have you previously applied for the DSI Internship? \* Yes

**Picture 14: Verification Process**

By logging onto the portal, kindly proceed to click on **My Profile** menu and a new section called **VEF** will pop-up. (Please note this sections requires the use of a **laptop/desktop** as it not compatible with a mobile device)

REPUBLIC OF SOUTH AFRICA

DSI-HSRC INTERNSHIP PROGRAMME 2022 - 2024  
VERIFICATION OF ELIGIBILITY FORM

The purpose of this form is to verify your eligibility for the DSI-HSRC Internship Programme for a possible placement at a host institution.  
Prospective Host Institution: Human Sciences Research Council (HSRC)

**Section A: Personal Information**  
First Name (s): Julius  
Surname: Malemana  
Gender: Male  
Contact Number: 0725197730  
Email Address: malemaJEff@outlook.com  
Identity Number: 9608180956089

**Section B: Qualifications Section, confirm the status of your qualifications.**

Qualification	Completed
Mathematical Statistics	Yes

**Section C: Current Registration, Specify the status of your registration**  
Registered: Yes  
Current Qualification Registered: Masters Part-time

**Section D: Funding and Previous Internships, confirm your funding status.** 1. Are you receiving any other funding from Department of Science and Innovation (DSI) for the 2021/23 financial year? No  
2. Have you previously participated in the DSI-NRF Internship Programme as an intern? No

**Section E: Declaration**  
I Julius Malemana (name & surname) declare that the above information is true and correct. Should I be found to have provided incorrect information, then placement in the DSI-HSRC Programme would be terminated forthwith.  
Date: 05 April 2023

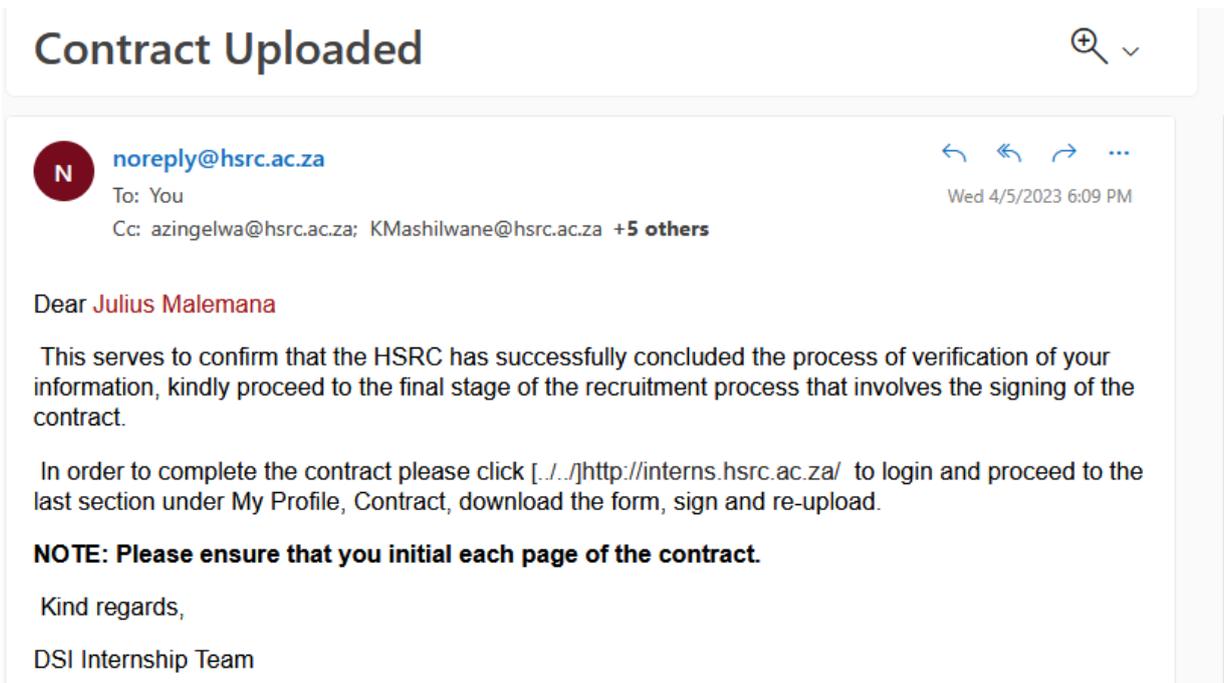
Confirm

**Picture 14: VEF Confirmation.**

You will be required to provide us with all the relevant information as it appears on the verification of eligibility form in order to grant the HSRC consent to vet your information prior to the release of the contract.

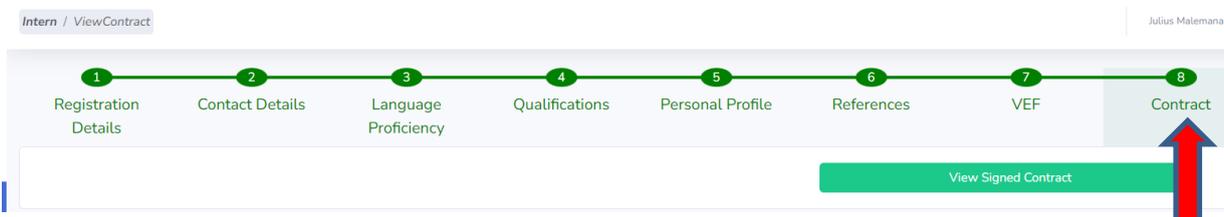
**Picture 16: Consent Page**

Upon completion of review of the VEF, you will be prompted to grant us consent to verify the accuracy of your information by clicking on a check box followed by the **Submit** button. You will subsequently receive an email notification confirming submission of the VEF to the HSRC. Note that HSRC will undertake other checks and based on the findings of these checks you will be accepted or rejected in the internship.



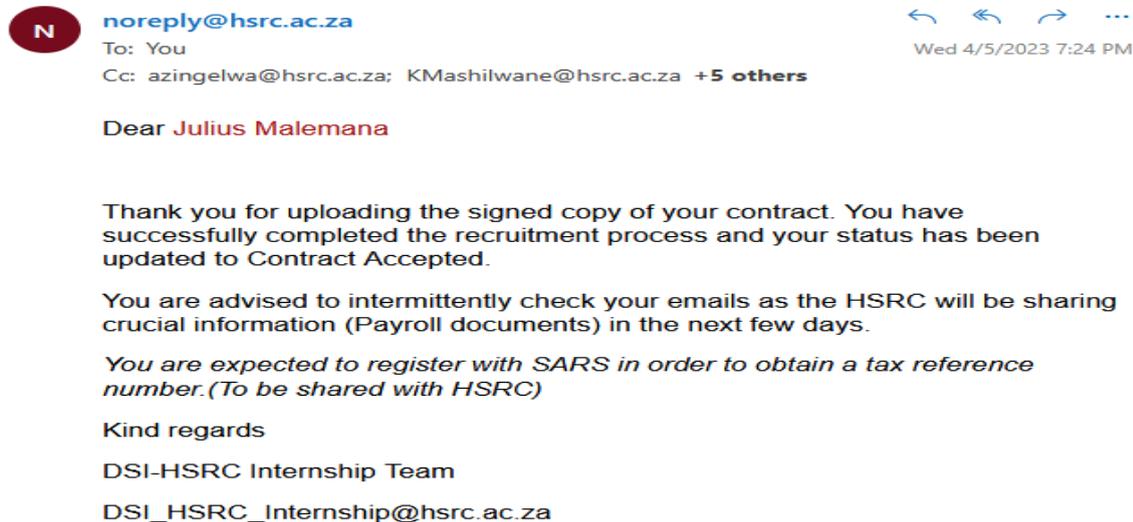
**Picture 17: Release of Contract**

Upon completion of the verification process, if successful the HSRC will load the contract for your processing and signature. Note that you will receive an email notification with a clear instruction on how to complete, download and upload the signed copy of the contract.



### Picture 18: Contract signature

Upon release of a contract by the HSRC, an email notification will be directed to your email box with clear instruction on how to process the contract. Note that a new section called **Contract** will appear under **My Profile** menu. Proceed to click on **Download Contract** button and sign in all relevant areas and ensure to re-upload the signed copy and click of **Submit**.



### Picture 19: Contract Acceptance

Upon review of your submitted signed copy of the contract, the HSRC will review, accept and change the application status to **Contract Accepted**. This will successfully conclude the contracting process and further instruction will be sent to your email.

THE END