

# NYANDENI LOCAL MUNICIPALITY

**PHYSICAL ADDRESS:**  
Municipality Building  
B.N. Nomandela Drive  
LIBODE

**POSTAL ADDRESS:**  
Private Bag X 504  
LIBODE  
5160



Tel: 047 5555 024  
047 5555 000  
047 5550 028  
Fax: 047 555 0202

Email: [mvunelos@nyandenilm.gov.za](mailto:mvunelos@nyandenilm.gov.za)

*"Deciding with the people, not for the people"*

28 JANUARY 2019

## INTERNAL ADVERT

Nyandeni Local Municipality is implementing the internship Programme as part of its contribution to the skill development initiatives by inviting unemployed graduates to participate in the programme that will provide them with valuable work experience and increase their opportunities towards employment.

The programme offered is structured and the Municipality will pay successful interns a monthly stipend.

Interested unemployed South African Graduates who are between the ages of 18-35 and in possession of a relevant Degree or National Diploma from the recognized University and TVET Colleges are invited to apply for the 2018/19 Internship programme to undertake workplace training that shall run for a period of 24 Months .

**Applications should be forwarded to :**The Municipal Manager, Private Bag x 504, Libode, 5160 or Hand delivered to: Municipal Building B.N. Nomandela Drive Libode, Registry Office OR Municipal Building at Ngqeleni Unit .

**CONDITIONS:** A comprehensive CV, certified copies of qualifications, Application letter and Identity Document must accompany the applications. Applicants must be unemployed, in possession of an appropriate qualification, and not have previously served as an Intern in the Public Service. Communication will be limited to successful applicants only and applications received after the closing date, Faxed or Emailed will not be considered.

People with disabilities and TVET Colleges are encourage to apply .All positions are based in Libode

If any of the documents mentioned above is not attached, the applicant will be automatically be disqualified.

Where an applicant has not been contacted within **2 Months** from the closing date, then the applicant must kindly consider that their application has been unsuccessful .The municipality reserves the right to place or not to place applicants based on its needs and requirement.

**ENQUIRIES:** Mr. V.Nonyebele ,contact number 047 555 5026 or Ms. F.Ncukancuka 047 555 5027 for Libode Offices and Mrs. N.Madayi at 047 568 0330/1 for Ngqeleni Offices.

For enquiries contact Corporate Services Department at **047 555 5028/**

**047 555 5024** and at **Ngqeleni offices** Please Contact Person **Ms. N. Madayi** at **047 568 0300/1**

DEPARTMENT	NO OF INTERNS REQUIRED	SECTION	FIELD OF EXPOSURE	QUALIFICATION
<b>Municipals Manager Office</b>	2	Public Participation	Public Participation and Petition Management and collation of Back to basics data	Minimum N6 Certificate in Office Administration / Public Management
	1	Monitoring &Evaluation	Provide assistance to the Monitoring &Evaluation Unit	ND: M&E OR Public Management Equivalent
	1	Office of the Municipal Manager	Assist with administration in the Office of the Accounting Officer	Minimum N6 Certificate in Office Administration / Public Management
	1	Risk Management	Provide assistance to the Risk Management Office	ND: Risk Management OR Internal Audit
	1	Communication	Provide assistance to the Communications Office	ND: Public Relations Management or Degree in Communications
<b>Planning &amp; Development Office</b>	2	Human Settlements	Interns will be exposed in the implementation of Rural housing projects by assisting with the beneficiary administration process	ND: Building / Construction
	2	LED Agriculture	Will be exposed to all the fields of agriculture by providing support services to the Agriculture LED Office	ND/Degree in Agriculture in any relevant field

	1	LED Tourism	Provide support to the prommes that are related to the Tourism	ND/BTech in Tourism
<b>Infrastructure Development</b>	2	Project Management Unit	Will be exposed by providing administration support to the construction projects	Minimum qualification of ND :Civil Engineering
	2	Maintenance	Will be exposed by providing administration support to the construction projects	Minimum qualification of ND :Civil Engineering
<b>Corporate Services</b>	2	1x Registry 1x Reception	Exposed in administration of registry and records management ,to get skills in the reception services	Minimum N6 Certificate in Office Administration / Management
	1	ICT	To acquire practical experience on ICT technical support to users	ND: Information Communication Technology
	1	Human Resource	Provide support to the Human resource Administration and Management	National Diploma or Degree in Human Resource Management or equivalent
	1	HRD	Provide support to the Hunan resource development Administration	National Diploma or Degree in Human Resource Management or equivalent
Community Services	1	Waste Management	Provide support to the waste management section	Bachelor of Social Science in Environmental studies of Bachelor of Science in built environment
	1	Community Services	Provide support to the community services department	Bachelor of Social Science in Industrial Psychology or Bachelor of Administration
	1	Horticulture	Provide support to the community services department (Parks &Gardens )	National Diploma Horticulture or equivalent
	1	Sport field Management	Provide support to the community services department (Parks &Gardens)	Minimum N6 Certificate in Office Administration / Public Management

**CLOSING DATE FOR APPLICATIONS: 14 February 2019 15:00**

**N. NOMANDELA  
MUNICIPAL MANAGER**

