

DOA 28/09/2023



NYANDENI
LOCAL MUNICIPALITY
Indaba abantu silwazi ngobuso

INTERNSHIP ADVERT

Nyandeni Local Municipality is implementing an 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 of R4 000**. 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 this Internship programme to undertake workplace training that shall run for a **period of 24 Months**.

DEPARTMENT	NO. REQUIRED	SECTION	FIELD OF EXPOSURE	MINIMUM QUALIFICATION
1. Municipal Manager's Office	2	Public Participation	Assist with administration in the office of the accounting Officer	ND Public Management/Public Relations
	1	Communications	Assist with administration in the Communication section	ND Public Relation
	1	Operations Office	Provide secretarial and administrative support.	ND Office Management & Technology /Public Management

1	Municipal Planning	Provide secretarial and administrative support.	ND OMT/Public Management
1	Office of the Council Chief Whip	Provide secretarial and administrative support.	ND OMT/Public Management

NB! Application for Employment Form (**not Z83**, is available at www.nyandeniim.gov.za and Nyandeni LM offices both Libode and Ngqeleni), A detailed CV must accompany the Application for Employment form, Certified copies of qualifications, ID copy and Valid driver's license (**which may not be certified**) and Failure to submit documents listed above will result in disqualification. **Hand delivered** applications should be submitted to the Registry Office at Nyandeni Local Municipality Office at Libode and Reception at Ngqeleni Offices.

NB: In submitting any information or documentation requested above or any other information that may be requested pursuant to this advertisement, you are consenting to the processing by Nyandeni Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No. 4 of 2013 (POPI Act) and its Regulations. Nyandeni Local Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with her POPI Compliance Policy. The POPI Compliance Policy is available on request or can be downloaded on the municipal website www.nyandeniim.gov.za

Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply: People with disabilities must disclose the nature of their disability.

The words “**APPLICATION FOR INTERNSHIP**” should appear on the same side of the envelope but separate from the address in the same envelope to sensitize the Registry Office of the closing date.

Applications should be addressed to:

**THE MUNICIPAL MANAGER
NYANDENI LOCAL MUNICIPALITY
PRIVATE BAG X504
LIBODE 5160**

EMAILED & FAXED APPLICATIONS WILL NOT BE CONSIDERED

Only short-listed and successful candidates will be contacted and therefore if you have not heard from us within **90 days** after the closing date, consider your application as unsuccessful.

For enquiries, contact **Corporate Services Department** at **047 555 5028/24**

CLOSING DATE FOR APPLICATIONS: 13 October 2023 @ 15h00



**G.N. CEKWANA
ACTING MUNICIPAL MANAGER**