



NYANDENI
 LOCAL MUNICIPALITY
Building a Better Future with the People

INTERNSHIP PROGRAMME 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 years and in possession of a relevant Degree or National Diploma from the recognized University are invited to apply for the internship programme to undertake workplace training that shall run for a **period of 24 Months**.

DEPARTMENT	NO OF INTERNS REQUIRED	SECTION	FIELD OF EXPOSURE	QUALIFICATION
1. CORPORATE SERVICES	2	Human Resource Management	HR administration, Human Resource Development and Employee Relations and Wellness	National Diploma in Human Resource Management or equivalent NQF 6 Qualification
	1	Administration	Administration Support Services	National Diploma in Office Management and Technology or equivalent NQF 6 Qualification
	1	Health and Safety	Occupational Health and Safety Management	

					National Diploma in Human Resource Management/ Occupational Health and Safety Management or equivalent NQF 6 Qualification
2. MUNICIPAL MANAGER'S OFFICE	1	Communications Office	Provide Assistance to the Communications section		National Diploma in Public Relations or equivalent NQF 6 Qualification
3. INFRASTRUCTURE DEVELOPMENT	1	Electrical	Electrical Construction and Maintenance		National Diploma in Electrical Engineering or equivalent NQF 6 Qualification
4. PLANNING AND DEVELOPMENT	1	Local Economic Development	Agriculture		National Diploma in Agriculture

The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures.

NB: Application for employment Form for Nyandeni Local Municipality (not Z83) is available at www.nyandenilm.gov.za and Nyandeni LM offices at both Libode and Ngqeleni. Detailed CV must accompany the application for Employment Form, Copies of qualifications, ID, driver's licenses (**which may not be certified**) and application letter. Failure to submit documents listed above will result in disqualification.

Hand delivered applications should be sent to **the Registry Office at Nyandeni Local Municipal Office at Libode.**

Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply; People with disabilities must disclose the nature of their disabilities in the space provided in the application form. The words "APPLICATION FOR INTERNSHIP" should appear on the same side of but separate from the address in the same envelop so as to sensitize the Registry Office of the closing date. Faxed applications will not be considered.

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 process 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 the POPI Compliance Policy. The POPI Compliance Policy is available on request or can be downloaded on the municipal website www.nyandeniim.gov.za

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.

The Council reserves the right not to continue with the filling of these vacancies if the Council feels no suitable candidate could be found or there are changes in the operational requirements. Canvassing of Councilors/Management is not permitted and proof thereof will result in disqualification.

QUALIFICATION VERIFICATION AND CRIMINAL RECORD CHECK WILL BE DONE TO SUCCESSFUL CANDIDATE

Applications should be addressed to:

**The Corporate Services Manager
Nyandeni Local Municipality
Private Bag X 504
Libode
5160**

For enquiries contact Corporate Services Department at – Libode offices: **047 555 5026**
047 555 5027/ Contact Person Mr. V. Nonyebele. Ngqeleni offices: 047 5680300/2

CLOSING DATE FOR APPLICATIONS: 25 MARCH 2024



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