



## INTERNSHIPS ADVERTISEMENT

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons **who meet the requirements** as indicated. **Please note that the post title and post identification number (KDM.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable.** Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

**PLEASE NOTE: THAT APPLICATION FOR THE INTERNSHIPS/ APPRENTICESHIP MUST BE ACCOMPANIED BY A PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.**

### OFFICE OF THE MUNICIPAL MANAGER

#### **INTERNSHIP (GRADUATE) CONTRACT POST: 3 YEARS: INTERNAL AUDIT**

<b>DEPARTMENT</b>	<b>NO OF POSTS</b>	<b>REQUIREMENTS</b>	<b>DRIVERS LICENSE</b>	<b>STIPEND</b>
INTERN: Internal Audit	02	Grade 12, B. Com (Auditing) or BTech in Internal Auditing or National Diploma in Internal Auditing. Auditing and report writing experience will be an added advantage. Computer Literate (MS Word and MS Excel). Code 08/EB driver's licence will be an added advantage.	N/A	R92000.00 Per Annum

#### **INTERNSHIP(GRADUATE) CONTRACTS POST: 2 YEARS LEGAL SERVICES**

INTERN: Legal Services	02	Grade 12, Degree/N. Diploma in Law, LLB, B. Juris. Etc, Computer Literate (MS Word and MS Excel), Code 08/EB driver's license will be an added advantage.	N/A	R48000 Per Annum
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INTERN: Performance Management and Evaluation	01	Grade 12, Degree/National Diploma in Public Administration/Public Management/Performance Management related qualification	N/A	R48000.00 per annum
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**CIVIL ENGINEERING SERVICES AND HUMAN SETTLEMENT BUSINESS UNIT.**

**INTERNSHIP (GRADUATE) CONTRACT POST: 2 years**

<b>DEPARTME NT</b>	<b>NO OF POSTS</b>	<b>REQUIREMENTS</b>	<b>DRIVERS LICENSE</b>	<b>STIPEND</b>
INTERN: Civil	01	Grade 12, Degree/N. Diploma in Civil Engineering, Computer Literate (MS Word and MS Excel). Code 08/EB drives licence will be an added advantage.	N/A	R48000 Per Annum
INTERN: Project Management Unit	01	Grade 12, Degree/ N. Diploma in Civil engineering / Quantity surveying/Project Management, Computer Literate (MS Word and MS Excel), Code 08/EB driver's license will be an added advantage.	N/A	R48000 Per Annum
INTERN: Human Settlement	02	Grade 12, Bachelor's degree/ National Diploma in Built Environment/Civil Engineering/Construction Management/Quantity Survey or Architecture , Computer Literate (MS Word and MS Excel), Code 08/EB driver's license will be an added advantage	N/A	R 48000 Per Annum
INTERN: Building	01	Grade 12, N. Diploma in Building or Architecture Computer Literate (MS Word and MS Excel), Code 08/EB driver's license will be an added advantage	N/A	R48000 Per Annum

## **ECONOMIC DEVELOPMENT & PLANNING BUSINESS UNIT**

**INTERNSHIP (GRADUATE) CONTRACT POST: 2 years**

<b>DEPARTMENT</b>	<b>NO OF POSTS</b>	<b>REQUIREMENTS</b>	<b>DRIVERS LICENSE</b>	<b>STIPEND</b>
INTERN: LED	02	Grade 12, B Degree/ National Diploma in Economic Development/Development Studies/Agriculture , Computer Literate (MS Word and MS Excel), Code 08/EB driver's license will be an added advantage	N/A	R48000.00 Per Annum
INTERN: Town Planning	01	Grade 12, B Degree/ National Diploma in Town and Regional Planning, Computer Literate (MS Word and MS Excel), Code 08/EB driver's license will be an added advantage	N/A	R48000.00 Per Annum

## **CORPORATE SERVICES BUSINESS UNIT**

**INTERNSHIP (GRADUATE) CONTRACT POST: 2 years**

<b>DEPARTMENT</b>	<b>NO OF POSTS</b>	<b>REQUIREMENTS</b>	<b>DRIVERS LICENSE</b>	<b>STIPEND</b>
Corporate Services: Human Resources	2	Gr.12 + An appropriate Degree / N. Diploma in Human Resources, Public Management/ Public Administration/ Labour Relations Management/	N/A	R 48000.00 per annum
Corporate Services: Administration & Property Management	2	Gr.12 + An appropriate Degree/ N. Diploma in Public Administration/ Public Management/Property Related qualification	N/A	R48000.00 per annum
Corporate Services: Information Technology	1	Gr.12 + An appropriate Degree/ N. Diploma in Information Technology or equivalent qualification.	N/A	R48000.00 per annum

## **COMMUNITY SERVICES & PUBLIC AMENITIES BUSINESS UNIT**

**INTERNSHIP (GRADUATE) CONTRACT POST: 2 years**

<b>DEPARTMENT</b>	<b>NO OF POSTS</b>	<b>REQUIREMENTS</b>	<b>DRIVERS LICENSE</b>	<b>STIPEND</b>
Community Services: Horticulturist	2	An appropriate Degree / N. Diploma in Horticulture or Landscaping	N/A	R 48000.00 per annum
Community Services: Libraries	2	An appropriate Degree/ N. Diploma in Library & Information Science or Information Science	N/A	R48000.00 per annum
Waste Management Services	1	Grade 12, B. Degree/National Diploma in Waste/Environmental Management or any equivalent qualification	N/A	R48000.00 per annum

## COMMUNITY SAFETY BUSINESS UNIT

INTERNSHIP (GRADUATE) CONTRACT POST: 2 years

DEPARTMENT	NO OF POSTS	REQUIREMENTS	DRIVERS LICENSE	STIPEND
Community Safety: Disaster Management	1	Gr.12 + An appropriate Degree / N.D. in Health & Safety Management or equivalent qualification	N/A	R 48000.00 per annum
Community Safety: Marine Safety Administration	1	Gr.12 + An appropriate Degree/ N. Diploma in Public Management/Public Administration or equivalent qualification	N/A	R48000.00 per annum
Community Safety: Testing & Motor Licensing Administration	1	Gr.12 + An appropriate Degree/ N. Diploma in Public Management/ Administration or equivalent qualification No criminal record	N/A	R48000.00 per annum
Community Safety: Traffic & Crime Administration	1	Gr.12 + An appropriate Degree/ N. Diploma in Public Management/Public Administration or equivalent;	N/A	R48000.00 per annum
Community Safety: Fire & Emergency Services	1	Gr.12 + An appropriate Degree / N.D. in Fire Technology or equivalent, No criminal Record <b>OR</b> Gr.12, fighter 1 & Fire Fighter 2 with Code 10 driver's license, First Aid certificate, No criminal record; Must be under 35 years old	N/A	R48000.00 per annum

## ELECTRICAL ENGINEERING BUSINESS UNIT

APPRENTICESHIP (CONTRACT POST) 3 YEARS & INTERNSHIP- 2 YEAR CONTRACT POST

DEPARTMENT	NO OF POSTS	REQUIREMENTS	DRIVER'S LICENCE	STIPEND
Intern/ Apprenticeship: Electrical	2	Gr.12 + N3 in Electrical engineering <b>OR</b> <b>Gr.12</b> + An appropriate Degree / N.D. in Electrical Engineering (H.C)	N/A	R48000.00 per annum
Intern/Apprenticeship : Mechanical	2	Gr.12 + N3 in Mechanical engineering with motor mechanic <b>OR</b> <b>Gr.12</b> + An appropriate Degree / N.D. in Mechanical Engineering	N/A	R48000.00 per annum

Intern: Electrical engineering technician	1	Gr.12 + N Diploma in electrical engineering	N/A	R48000.00 per annum
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**PLEASE NOTE:**

1. Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality P.O. Box 72, KwaDukuza 4450, for attention the Human Resources Department** and may be posted or hand delivered. (Note that hand delivered applications must be handed to the H.R Officer/Clerk, number 34 OK Mall Building, 34 Chief Albert Luthuli Street, KwaDukuza, Contact No. 032 437 5153/5142

2. The Closing Date and time is **Thursday 15 March 2018, at 12H00. No Applications** will be accepted after the closing date and time.

3. Please DO NOT fax or e-mail applications. **Please DO NOT submit applications on Z83 forms. Please NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE ([www.kwadukuzamunicipality.gov.za](http://www.kwadukuzamunicipality.gov.za))**

KwaDukuza Municipality adheres to the National Employment Equity Strategy. Post levels are subject to conversion according to the TASK Job Evaluation system. Further communication will only be with shortlisted candidates, such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months off the closing date may consider their applications unsuccessful. Council reserves the right no to appoint. Canvassing to Councillor's in form of gifts is prohibited.

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**N. J. MDAKANE**  
**MUNICIPAL MANAGER**  
**DATE: 2/03/2018**  
**MN: 27/2018**

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