



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 MUST BE ACCOMPANIED BY A PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM WEBSITE WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.

FINANCE BUSINESS UNIT

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME,

MFMIP (5 POSTS)

TWO-YEAR CONTRACT POSTS

Remuneration: Between R80 000 – R92 000 (All inclusive and dependent on year of internship)

Internship overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms.

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 over the full two-year period. Candidates will be subjected to a rigorous testing and selection process and **MUST** meet the minimum prescribed requirements.

Requirements: A Gr.12, (minimum): a three-year Bachelor's Degree or National Diploma with Accounting, Economics, or Finance as major subjects. Risk Management and/or Auditing

as non-major subjects would be advantageous. Candidates must be between the ages of 18 and 35 and have not previously participated in an Internship Programme.

Duties include, as a minimum, the following:

- Assist in the preparation of multi – year annual budgets
- Assist in monitoring budgetary expenditure and income against monthly actuals
- Prepare monthly returns to National and Provincial Treasury, Statistics SA and other external government agencies/departments
- Prepare monthly budgetary reports to Council and Portfolio Committees
- Assist in the preparation of Annual Financial Statements
- Assist in the maintenance and record keeping of assets
- Assist in ensuring compliance with the Municipal Finance Management Act, No. 56 of 2003, and other relevant legislation, including Supply Chain Management.

OFFICE OF THE MUNICIPAL MANAGER’S BUSINESS UNIT

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

DEPARTMENT	NO OF POSTS	REQUIREMENTS	DRIVERS LICENSE	STIPEND
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 drives license will be an added advantage.	N/A	R92000.00 Per Annum

INTERSHIP(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
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

CIVIL ENGINEERING SERVICES AND HUMAN SETTLEMENT BUSINESS UNIT.**INTERNSHIP (GRADUATE) CONTRACT POST: 2 years**

DEPARTME NT	NO OF POST S	REQUIREMENTS	DRIVERS LICENSE	STIPEND
INTERN: Civil	01	Grade 12, Degree/N. Diploma in Civil Engineering, Computer Literate (MS Word and MS Excel). Code 08/EB drives license 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**

DEPARTM ENT	NO OF POSTS	REQUIREMENTS	DRIVER S LICENSE	STIPEND
INTERN: LED Sport	01	Grade 12, B Degree/ National Diploma in in Sports management /science , Computer Literate (MS Word and MS Excel), Code	N/A	R48000.0 0 Per month

		08/EB driver's license will be an added advantage		
INTERN: Town Planning	02	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 Month

CORPORATE SERVICES BUSINESS UNIT

INTERNSHIP (GRADUATE) CONTRACT POST: 2 years

DEPARTMENT	NO OF POSTS	REQUIREMENTS	DRIVERS LICENSE	STIPEND
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

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

Administration Support		Management/Public Administration or equivalent qualification		
------------------------	--	--	--	--

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 Disaster 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 OR 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

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, number OK Mall Building, 34/36 Chief Albert Luthuli Street, KwaDukuza, Contact No. 032 437 5142/5153

2. The Closing Date and time is **MONDAY- 22 February 2021, 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.kwadukuza.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.

N. J. MDAKANE

MUNICIPAL MANAGER

DATE: 08/02/2021

MN: 14 /2021
