



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASE-NDWEDWE

DEPARTMENT : MUNICIPAL MANAGER'S OFFICE
POSITION : MAYORALTY & POLITICAL SUPPORT INTERN X01
NATURE OF APPOINTMENT : 24 MONTHS PERIOD
STIPEND : R 5000.00 PER MONTH
REF. NO : KZ293-MM031

KEY REQUIREMENTS

The incumbent must have Grade 12 and a three- year National Diploma in Photography, Video Technology, Journalism, Public Relations. A Valid driver's licence will be an added advantage. Be a resident of Ndwedwe Local Municipality (proof be attached).

KNOWLEDGE, SKILL & COMPETENCES

- Familiarity with photo shooting, video recording, photo and video editing, making DVDs and photo albums.
- Good interpersonal, writing communication and presentation skills.
- Organizing skills.
- Computer literacy.

KEY RESPONSIBILITIES

- Provide communication support regarding municipal events.
- Assist with daily administrative and communication duties.
- Be actively involved in the coordination and execution of municipal meetings, media relations activities and community events.
- Support the design and layout of the municipal newsletters, booklets and various publications
- Attend various events.

BENEFITS

- No Benefits

Written application letter together with comprehensive curriculum vitae (CV) and certified copies of qualifications must be forwarded to: **The Municipal Manager, Ndwedwe Local Municipality, P/Bag X 503, Ndwedwe, 4342, Attention to: Mr. BA Buthelezi -Manager Human Resource** .Faxed, e-mailed, Z83 form and late applications will not be considered. Enquiries can be directed to Human Resources Tel :032 532 5000

CLOSING DATE: 19 NOVEMBER 2020

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.


MR. MF HADEBE
MUNICIPAL MANAGER

12/11/2020
DATE