

NDWEDWE LOCAL MUNICIPALITY

UMKHANDLU KAMASPALA WASENDWEDWE

Private Bag X503
Ndwedwe
4342
KwaZulu Natal
South Africa +27 (0)32 532 5000
mm@ndwedwe.gov.za
www.ndwedwe.gov.za



DEPARTMENT : COMMUNITY SERVICE
POSITION : COMMUNITY SERVICES INTERN X 02
NATURE OF APPOINTMENT : 24 MONTHS PERIOD
SALARY : R5000.00 PER MONTH
REF. NO : KZ293 COMM024 & 25

MINIMUM REQUIREMENTS

The incumbent must have Matric Certificate, minimum National Certificate (N6)/ a three-year Diploma /Degree in Financial Management / Public Management/ Business Administration or equivalent qualification. A Valid driver's license will be an added advantage. Be a resident of Ndwedwe Local Municipality (proof be attached).

KNOWLEDGE, SKILLS & COMPETENCY

- Good interpersonal, Writing communication and presentation skills.
- Organizational skills
- Ability to work in a team environment.
- Computer literacy skills.

KEY RESPONSIBILITIES

- To perform relevant duties as designed by the supervisor.
- To demonstrate expertise in accordance with the area of specialized to enhance service Delivery.
- Assigning will be at a level of the specific qualification.

BENEFITS

- No Benefits

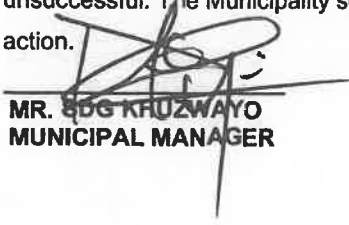
If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

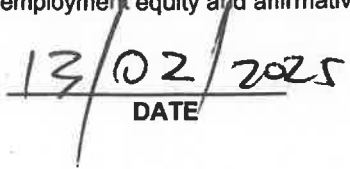
Enquiries are to be directed to **Manager: Human Resource** on this telephone number (032) 532 5000.

Faxed, e-mailed, Z83 form late applications will not be considered.

CLOSING DATE: 28 FEBRUARY 2025 @ 16h00

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. SOG KRUZWAYO
MUNICIPAL MANAGER


DATE