



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

DEPARTMENT	: MUNICIPAL MANAGER 'S OFFICE
POSITION	: PMS INTERN X 01
NATURE OF APPOINTMENT	: 24 MONTHS PERIOD
SALARY	: R5000.00 PER MONTH
REF. NO	: KZ293 MM030

MINIMUM REQUIREMENTS

Matric Certificate plus Degree/Diploma in Business Management. 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: 07 NOVEMBER 2024 @ 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. SDG KHUZWAYO
MUNICIPAL MANAGER

18/10/2024
DATE