



**MANDENI LOCAL MUNICIPALITY
IN-SERVICE TRAINEE OPPORTUNITY**

REF : PN 28/2018

INTRODUCTION

The following vacancy exists for a suitably qualified person to join the staff of Mandeni Municipality within the Corporate Services Department and Office of the Municipal Manager:

DURATION : 1 YEAR CONTRACT(S)

NO OF POSTS	POSITION	FIELD OF STUDY
1	Labour Relations In-service trainee	Must be in possession of a 3 Year National Diploma/Degree in Labour Relations/ Industrial Psychology/ Industrial Labour Law
1	Performance Management Systems In-service trainee	Must be in possession of a 3 Year National Diploma/ Degree in Human Resource Management/ Monitoring and Evaluation
1	Information Technology In-service Trainee	3 Year National Diploma/ Degree in IT/ A+ or N+ Certificate in IT
1	Human Resource In-service trainee	Must be in possession of a 3 Year National Diploma/ Degree in the field of Human Resources Management
1	Registry In-service Trainee	Must be in possession of / Studying towards a 3 year Degree/ National Diploma in the field of Library & Information Science / Archival Studies / Records Management

REQUIREMENTS

- Good interpersonal and communication skills
- Fluent in speaking both English and isiZulu
- Ability to work under pressure when required
- Computer Literate

Executive Committee

Cllr. SB Zulu (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. MPP Zungu (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. X Mdetshe | Cllr. MS Mdunge | Cllr. M Shelembe



The termination of the employment will coincide with termination of the in-service contract.

STIPEND:

The Municipality will pay a Stipend of **R 3000.00 per month**. There shall be no benefits or salary for In-Service Trainees except the stipend, which will be paid in accordance within the Municipality Policy.

Enquiries must be directed to: Ms. ZP Mngadi (Director Corporate Services); tel: (032) 456 8200.

Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.

The closing date for applications will be **Friday, 16 March 2018 at 12:00 pm** if you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.

NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment.


SG KHUZWAYO
MUNICIPAL MANAGER