



MANDENI LOCAL MUNICIPALITY GRADUATE INTERNSHIP

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites unemployed graduates to apply for an internship program for a period of twelve (12) months in the following field:

DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POSITION : OFFICE ADMINISTRATION INTERN (FOR THE PERIOD OF 12 MONTHS)
STIPEND : R5 000 PER MONTH
CLOSING DATE: FRIDAY, 08 DECEMBER 2023 @12:00 PM
REF NO. : PN 121/2023

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma in administration/ Office Administration / office management/ Secretarial studies / public management/ public administration
- Computer literate & communication skills are recommended.

DUTIES

Interns will work under strict supervision of his or her mentor following an internship programme.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager: Human Resource and Administration; tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website 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. Certified copies of certificate will be submitted by the shortlisted candidates.** 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. The candidate must not be older than the age of 35 and reside within Mandeni Municipality.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councilors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.


SG KHUZWAYO
MUNICIPAL MANAGER

29/11/2023
DATE