

NKANGALA DISTRICT MUNICIPALITY

COMMUNICATION INTERN X 1

R46 000 per annum (stipend) (For fixed 12 months/1 yr) • Level: N/A

QUALIFICATION REQUIREMENTS: Grade 12 Certificate, A Degree (NQF Level 7) in Communication Sciences/ BA Communication. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Original copies of certificate and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality. **DUTIES: Implementation of the communication strategy and the Integrated Communication Plan:** • Coordinate the development of Calendar of events • Communicate and disseminate information on NDM activities, events and programmes to relevant stakeholders, internal and external. • Communicate and disseminate information on Council resolutions and policies to stakeholders through various media platforms and channels internal and external. **Render media liaison and Monitoring:** • Coordinate and ensure logistical arrangements for media coverage, briefings, press releases, interviews etc. • Media monitoring and analysis through monthly newspaper clippings. • Uploading of information, media statements / press releases to website and other related platforms (Facebook, twitter etc.). **Render corporate communication services:** • Attend and showcase NDM service delivery products at intergovernmental exhibitions and events. • Brand and market NDM at intergovernmental platforms and exhibitions. • Branding of Council sittings. • Provide administrative support for Communications Unit. • Do procurement for Communications Unit. (Banners etc.) • Render logistical and office services support (filling, organize meetings, agendas, recordkeeping and prepare monthly / quarterly reports. • Keep and update records of budget expenditures. **Publication and Production:** • Coordinate production and publication of corporate branding materials (Banners etc.) • Coordinate production and publication (Printing) of NDM newsletter, pamphlets, posters etc. • Coordinate and editing of video clips and audio-visuals recordings.

GENERAL ADMINISTRATION INTERNS X 3

R46 000 per annum (stipend) (For fixed 12 months/1 yr) • Level: N/A

QUALIFICATION REQUIREMENTS: Grade 12 Certificate, BA Administration (NQF Level 7) A National Diploma (NQF Level 6) in Public Management/ Administration. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Original copies of certificate and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality. **DUTIES:** Interns will be assigned administrative work wherever the need arises in any unit within Corporate Services. Activities include filing, switchboard operation, data capturing, organizing meetings, minute taking, and acting as relief assistants as and when required.

HUMAN RESOURCE (HR) INTERNS X 2

R46 000 per annum (stipend) (For fixed 12 months/1 yr) • Level: N/A

QUALIFICATION REQUIREMENTS: Grade 12 Certificate, A National Diploma (NQF Level 6) in Human Resource. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Original copies of certificate and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality. **DUTIES:** Interns will be assigned administrative work in the Human Resources Management and Human Resource Development, whereby will engage in recruitment-related activities and training activities, as well as being assigned other activities, such as data capturing, filing, organizing meetings and minute taking to ensure relevant work place experience.

INFORMATION COMMUNICATION TECHNOLOGY (ICT) INTERNS X 2

R46 000 per annum (stipend) (For fixed 12 months/1 yr) • Level: N/A

QUALIFICATION REQUIREMENTS: Grade 12 Certificate, A National Diploma (NQF Level 6) in Information Technology. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Original copies of certificate and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality. **DUTIES:** • Set up workstations with computers and necessary peripheral devices (routers, printers etc.) • Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality • Install and configure appropriate software and functions according to specifications • Develop and maintain local networks in ways that optimise performance • Ensure security and privacy of networks and computer systems • Provide orientation and guidance to users on how to operate new software and computer equipment • Organise and schedule upgrades and maintenance without deterring others from completing their work • Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.) • Maintain records/logs of repairs and fixes and maintenance schedule • Identify computer or network equipment shortages and place orders.

DEVELOPMENT CONTROL PLANNER INTERN X 1

R48 990.00 per annum (stipend) (For fixed 24 months/2 yrs) • Level: N/A

Minimum Qualification Requirements: Grade 12, National Diploma (NQF Level 6) or Degree (NQF Level 7) in Town and Regional Planning. Computer Literacy. Valid Driver's License. **EXPERIENCE REQUIREMENTS:** Ability to take initiative and foster intergovernmental relations. **KNOWLEDGE AND SKILLS:** analytical, administrative, communication and report writing skills required. Must have a sound understanding of government's, strategies, policies and legislations. Sound knowledge and understanding of Integrated Development Planning (IDP) and Spatial Development Framework (SDF) processes. **Duties/Responsibilities:** To provide strategic planning and development services; Administration of public participation processes; Process applications for new township developments, land development proposals, and changes in land in terms of Planning Legislation and By-Laws; Processing and responding to internal and outgoing correspondence; Contribute to and interpretation of the Municipal Spatial Development Framework; Interpretation and enforcement of the Zoning Scheme Regulations.

Candidates must be South African citizens or permanent residents. The successful candidate will undergo security and qualification vetting and enter into an employment contract / performance agreement. Disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates. **Applicants should submit an application letter, detailed CV together with certified copies of qualifications and identity document send it to: The Municipal Manager, Mrs M M Skosana, PO Box 437, Middelburg, 1050, Mpumalanga.** Hand delivered applications may be submitted to the Municipal offices at 2A Walter Sisulu Street, Middelburg, Mpumalanga, office B21. Nkangala District Municipality reserves the right not to fill any of the positions. No faxed or e-mailed applications will be accepted.

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082 • Closing date: 07 February 2020 at 13:30



MM SKOSANA - MUNICIPAL MANAGER