

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulum.gov.za](mailto:info@umzimkhulum.gov.za)  
Tel: (039) 259 5000/5300  
Fax: (039) 259 0427

CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL  
KZN 435

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position

## **INVITATION TO APPLY FOR INTERNSHIP PROGRAMME FOR UMZIMKHULU LOCAL MUNICIPALITY**

### **DURATION**

The Internship Programme will run for a period of 12 months except Finance and Internal Audit it will be 24 Months.

**MUST BE FROM UMZIMKHULU LOCAL MUNICIPALITY (PROOF OF RESIDENCE WILL BE REQUIRED)**

### **COMMUNITY AND SOCIAL SERVICES DEPARTMENT**

#### **1. COMMUNITY AND SOCIAL SERVICES INTERNS- X3**

**STIPEND R 3 000.00 MONTHLY**

### **MINIMUM REQUIREMENTS**

- Matric
- 3-year relevant qualification in Social sciences, Community and Social services
- Good communication and interpersonal skill.

### **KEY PERFORMANCE AREAS:**

- Work with the office of Operation Sukuma Sakhe, Attend war room in all Wards
- Assist in various duties that are allocated at the Sport Management Office
- Assist in Coordinating Outreach Programmes through visiting of Local Municipalities, presenting challenges and opportunities facing people with disability and drafting input from local communities.

#### **2. LIBRARY INTERN- X1**

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## **STIPEND R 3 000.00 MONTHLY**

### **MINIMUM REQUIREMENTS**

- Matric.
- ND /Bachelor's Degree in Library and Information Science /relevant tertiary qualification in Library.
- Computer literate and good communication skills.

### **KEY PERFORMANCE AREAS**

- Assist with the retrieval of borrowed library materials
- Assist users with information searching and learners with school projects
- File library materials sequel order both numerically and alphabetically

### **3. ATRS AND CULTURE INTERN- X1**

## **STIPEND R 3 000.00 MONTHLY**

### **MINIMUM REQUIREMENTS**

- Matric
- Degree or Diploma in Arts and Culture or relevant qualification
- Computer literacy

### **KEY PERFORMANCE AREAS**

- Office work day to day activities
- Administrative responsibilities, Support and Assist Arts and Culture Officer
- Assist in all aspects of planning and logistics.

## **MUNICIPAL MANAGERS DEPARTMENT**

### **1. MONITORING AND EVALUATION INTERN- X1**

## **STIPEND R 3 000.00 MONTHLY**

### **MINIMUM REQUIREMENTS**

- Matric

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- National Diploma in Business Administration / Bachelor of Administration (Local Government).
- Computer literate and good communication skills

### **KEY PERFORMANCE AREAS**

- Assist in compiling departmental report perform all activities related to the implementation of new system including transfer of skills.
- Assist in developing performance agreements documents in consultation with COGTA.
- Assist in management of M&E Risk action plan.
- Perform any other duties that may be delegated by supervisor

### **2. COMMUNICATION INTERN- X1**

**STIPEND R3 000.00 MONTHLY**

### **MINIMUM REQUIREMENTS**

- Matric
- N.D.in Communications or Media and Journalism
- Computer literate and good communication skills
- Be able to do research and content development
- Qualification for Animation, Art work designing, or on Branding will an added advantage

### **KEY PERFORMANCE AREAS**

- Assist in Writing, Copy and editing newsletter for the municipality
- Assist in organising municipal events and working together with district municipality.
- Assist in general communication management administration
- Perform any other duties that may be delegated by supervisor.

### **3. INTERNAL AUDIT INTERN- X1**

**STIPEND R5 424.00 MONTHLY**

### **MINIMUM REQUIREMENTS**

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- Matric
- Bachelor's degree/National Diploma with at least two of the following as a major subject: Internal Auditing, Auditing, Financial Accounting and Risk Management.
- Computer literate and good Communication skills.

### **KEY PERFORMANCE AREAS**

- Assist in conducting audits projects
- Assist in preparation and seating's of MPAC, Audit Committee and Risk Committee meetings
- Assist in the administrative support to both internal audit and Risk management
- Assist in facilitation of risk assessments and monitoring of compliance to laws and regulations

## **CORPORATE SERVICES DEPARTMENT**

### **1. CUSTOMER CARE INTERN- X1**

**STIPEND R 3 000.00 MONTHLY**

### **MINIMUM REQUIREMENTS**

- Matric
- National Diploma in Public Administration/National Diploma in Marketing
- Customer Care Certificate
- Computer literate and good communication skills

### **KEY PERFORMANCE AREAS**

- Handle incoming complaints via telephone or walk-ins
- Capture complaints
- Follow up on reported complaints until resolved
- Perform any other duties that may be delegated by supervisor

### **2. HORTICULTURIST INTERN**

**STIPEND R 3 000.00 MONTHLY**

### **MINIMUM REQUIREMENTS**

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- Must have a relevant National Diploma or Degree, ideally in Horticulture or Landscaping.
- Good interpersonal communication and report writing skills are essential.
- Ability to work independently as well as part of a team effectively.

**ESSENTIAL DUTIES:**

- Provides daily supervision of garden staff, volunteers and/or volunteer work crews; may supervise special team projects.
- Performs regular inspections throughout the gardens; routine inspections may identify insect/disease problems, weed control needs.
- Responsible for the personal proper use and maintenance of tools, equipment, and materials.

All applications with comprehensive curriculum vitae and application letter, certified copies of education qualification must be addressed to:

The Municipal Manager

Attention: Deputy Manager Corporate Services (MS N.N.NDUKU)

UMzimkhulu Municipality

P.O.BOX 53

UMZIMKULU

3297

Or hand delivery to 169 main street uMzimkhulu municipality old building to the Corporate Services Manager

**CLOSING DATE : 14 MAY 2021**

**Enquires can be directed to:** The Human Resources Department, tell: (039) 259 5000

**No faxed or e-mailed application will be accepted.**

**UMzimkhulu Local Municipality is an equal opportunity employer with strong gender bias, women and disabled candidates are encouraged to apply.**

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**Mr Z.S. SIKHOSANA**  
**MUNICIPAL MANAGER.**