

INGQUZA HILL LOCAL MUNICIPALITY



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POSTS ADVERTISEMENT FOR INTERNS PROGRAMMES

Bulletin No. 13/03/2025

ADVERT

Ingquza Hill Local Municipality (Incorporating Flagstaff and Lusikisiki Towns) hereby invites applications from suitably qualified persons to fill the following vacancies:

1. POST: Administration Interns X2

CONTRACT : 24 MONTHS / SALARY : R7 316.80 per month

REQUIREMENTS

- Grade 12 · National Diploma/Bachelor's Degree or equivalent in Public Administration, Public Management.

KEY PERFORMANCE AREAS

- Assist in Administration of registry and records management, to get skills in reception services and customer care.

2. POST: ICT Interns X 2

CONTRACT : 24 MONTHS / SALARY : R7 316.80 per month

REQUIREMENTS

- Grade 12 · National Diploma/Bachelor's Degree/ equivalent qualification in Information Technology.

KEY PERFORMANCE AREAS

- Assist in Information Communication Technology

3. POST : Human Resources Interns X 3

CONTRACT : 24 MONTHS / SALARY : R7 316.80 per month

REQUIREMENTS

- Grade 12 · National Diploma/Bachelor's Degree in Human Resource Management or equivalent.

KEY PERFORMANCE AREAS

- Provide assistance to HR administration, Human Resources Development and Employee Relations and Wellness.

4. POST: PMU Intern X 1

CONTRACT : 24 MONTHS / SALARY : R7 316.80 per month

REQUIREMENTS

- Grade 12 · National Diploma/Bachelor's Degree in Civil Engineering

KEY PERFORMANCE AREAS

- Will be exposed by providing administration and practical support to the construction projects.

5. POST: Local Economic Development Intern X 1

CONTRACT : 24 MONTHS / SALARY : R7 316.80 per month

REQUIREMENTS

- Grade 12 · National Diploma/ Bachelor's Degree in Agricultural Science.

KEY PERFORMANCE AREAS

- Promotion and monitoring of programmes that are related to the agriculture.

6. POST: Environmental Management Intern X 1

CONTRACT : 24 MONTHS / SALARY : R7 316.80 per month

REQUIREMENTS

- Grade 12 · National Diploma/Bachelor's Degree in Environmental Studies

KEY PERFORMANCE AREAS

- Assist in Environmental Management .

7. POST: Solid Waste Intern X 1

CONTRACT : 24 MONTHS / SALARY : R7 316.80 per month

REQUIREMENTS

- Grade 12 · National Diploma/Bachelor of Science in Environmental studies or Bachelor of Science

KEY PERFORMANCE AREAS

- Assist in Waste Management

8. POST: Special Programmes Unit Intern X 1

CONTRACT : 24 MONTHS / SALARY : R7 316.80 per month

REQUIREMENTS

- Grade 12 · National Diploma or Bachelor's Degree in Social Science or Equivalent.

KEY PERFORMANCE AREAS

- Assist in Municipal Special Programmes.

9. POST: Youth Development Intern X 1

CONTRACT : 24 MONTHS / SALARY : R7 316.80 per month

REQUIREMENTS

- Grade 12 · National Diploma/ Bachelor's Degree in Child and Youth Development.

KEY PERFORMANCE AREAS

- Assist in Youth Development Programmes.

10. POST: Communications Intern X 1

CONTRACT : 24 MONTHS / SALARY : R7 316.80 per month

REQUIREMENTS

- Grade 12 · National Diploma/ Bachelor's Degree in Public Relations/Marketing.

KEY PERFORMANCE AREAS

- Assist in Communications Office

11. POST: Public Safety Interns X2

CONTRACT :24 MONTHS / SALARY : R7 316.80 per month

REQUIREMENTS

- Grade 12 · National Diploma/ Bachelor's Degree Road Traffic Management and Municipal policing management

KEY PERFORMANCE AREAS

- Assist in traffic fines, warrants and provide filling at Diving License Testing Centre (DLTC), Vehicle Testing Station (VTS) and Registering Authority (RA).

Application letter with comprehensive CV, Proof of Residence, and Certified Copies of Qualifications and Identity Document, must be addressed to the attention:

The Municipal Manager, Ingquza Hill Local Municipality, P.O. Box 14, Flagstaff, 4810. Hand delivered applications must be submitted to no: 135 Main Street, Flagstaff -Registry Office or no 66 Main Street, Lusikisiki, Skills Development Office, clearly marked "Application for Employment".

Faxed, emailed or late applications will NOT be accepted and will not be responded to.

Closing date for all applications 04 April 2025 at 15:00

If you have not heard from us within 60 days after the closing date, you may regard your application as unsuccessful.

It is the intention of Ingquza Hill Local Municipality, as an Affirmative Action Employer, to promote the interests of previously disadvantaged groups when filling the above positions, in line with the municipality's Employment Equity Plan.

Ingquza Hill Local Municipality reserves the right not to fill the advertised post at the sole discretion of Council.

For further enquiries contact Mr M. Ntotho -Human Resource Development Officer - at 039 253 1568 / 1539/1096 or mntotho@ihlm.gov.za

V.C. MAKEDAMA (MUNICIPAL MANAGER)