



VACANCY NOTICE

(INTERNSHIPS)

12-MONTHS CONTRACT



The Dr Kenneth Kaunda District Municipality seeks to fill the following positions and accordingly invites applications from persons who meet the requirements as indicated below. The Dr Kenneth Kaunda District Municipality Number designated to each post must be indicated on your application which must be accompanied by certified copies of your qualifications, Identity Document, and Driver's License where applicable. Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

**OFFICE OF THE MUNICIPAL MANAGER [PERFORMANCE MANAGEMENT] - REFERENCE: KKDM/PMS/2019
(R3 500.00 PER MONTH) 2-POSITIONS**

REQUIREMENTS: • Grade 12, Degree/National Diploma in Public Administration/Public Management/Performance Management related qualification • Report Writing will be an added advantage • Computer Literate (MS Word and MS Excel)

**CORPORATE SERVICES [HUMAN RESOURCE] - REFERENCE: KKDM/HR/2019
(R3 500.00 PER MONTH) 2-POSITIONS**

REQUIREMENTS: • Grade 12, An appropriate Degree/National Diploma in Human Resource/Public Management/Public Administration/Labour Relations Management

**CORPORATE SERVICES [LEGAL SERVICES] - REFERENCE: KKDM/LS/2019
(R3 500.00 PER MONTH) 1-POSITION**

REQUIREMENTS: • Grade 12, degree/National Diploma in Law, LLB, B. Juris. Para-Legal, Computer Literate (MS Word and MS Excel), Code 08/EB Driver's License, Report writing will be an added advantage.

**CORPORATE SERVICES [RECORDS MANAGEMENT] - REFERENCE: KKDM/RM/2019
(R3 500.00 PER MONTH) 1-POSITION**

REQUIREMENTS: • Grade 12, Degree/National Diploma in Records Management System/Archives or Equivalent. Report writing will be an added advantage. Computer Literate (MS Word and MS Excel)

**TECHNICAL SERVICES - REFERENCE: KKDM/TS/2019
(R3 500.00 PER MONTH) 2-POSITIONS**

REQUIREMENTS: • Grade 12, Degree/National Diploma in Transport Economics, Report Writing experience will be an added advantage, Computer Literate (MS Word and MS Excel).

**DISTRICT ECONOMIC DEVELOPMENT AND TOURISM - REFERENCE: KKDM/DED&T/2019
(R3 500.00 PER MONTH) 2-POSITIONS**

REQUIREMENTS: • Grade 12, Degree/National Diploma in Economic Development/Development Studies/Agriculture/Tourism, Computer Literate (MS Word and MS Excel). Report Writing experience will be an added advantage.

**COMMUNITY SERVICES [ENVIRONMENTAL HEALTH MANAGEMENT]- REFERENCE: KKDM/EHM/2019
(R3 500.00 PER MONTH) 3-POSITIONS**

REQUIREMENTS: • Grade 12, B.Degree/National Diploma in Waste/Environmental Management or any equivalent qualification. Computer Literate (MS Word and MS Excel). Report Writing experience will be an added advantage.

**BUDGET AND TREASURY OFFICE - REFERENCE: KKDM/BTO/2019
(R3 500.00 PER MONTH) 2-POSITIONS**

REQUIREMENTS: • Grade 12, B.Com (Accounting), B.Tech-Accounting/National Diploma Accounting/Financial Management/Supply Chain Management. Computer Literate (MS Word and MS Excel). Report Writing experience will be an added advantage.

Application for Internship must be submitted on the Official Application Form (the form is obtainable from www.kaundadistrict.gov.za) and must be accompanied by a comprehensive Curriculum Vitae, Certified copies of relevant Certificates, ID Document and a covering letter to: The Municipal Manager, Records Section, Dr. Kenneth Kaunda District Municipality, Private Bag X5017, Klerkdsorp, 2570 OR delivered to Dr. Kenneth Kaunda District Municipality, Civic Centre, Patmore Road, Orkney.

All enquiries must be directed to the Human Resource Manager: Ms Nkhensani Ndengeza at 018-473 8000/8090 (Office Hours). Faxed/E-mailed applications will not be accepted. Dr Kenneth Kaunda District Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act. If no response is received within 30(Fifteen) working days from the closing date, you must accept that your application was unsuccessful.

CLOSING DATE: 22 FEBRUARY 2019