



# MAKHUDUTHAMAGA MUNICIPALITY

Private Bag X434  
JANE FURSE  
1085

Email: [info@makhuduthamaga.gov.za](mailto:info@makhuduthamaga.gov.za) Tel: (013) 265 8600 Fax (013) 265 1975

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Makhuduthamaga Local Municipality invites qualified people with disability to apply for the under-mentioned internship.

## INTERNAL ADVERT

### Internships for People with Disability x3

Stipend: R 42 000.00 pa

Our Corporate Services Department: Sub-Division: Communications has an opportunity available for people with disability to acquire experience on a 24 months contract within the Municipality. The successful applicants will work directly with Sub-Division: Communications, Mayor's and Speaker's Offices.

**Minimum requirements:** •Grade 12, at least one full year qualification in any field of study • Be a South African Citizen and be in possession of a valid SA ID book •Preference will be given to citizen around Sekhukhune.

**Responsibilities:** • Recording of Council proceedings and external events •messaging and printing duties.

**Competencies:** •Some level of proficiency in any of the MS Office applications - including Word, Excel, PowerPoint and Outlook •Meticulous and able to pay attention to detail •Able to use discretion and deal with sensitive information in a confidential and professional manner •Good planning and organisation skills •Excellent English: verbal and written communication skills •Excellent interpersonal skills •Able to interpret data and information in order to generate appropriate reports •Able to multi-task and prioritize •Self-motivated •Able to work under pressure and meet deadlines •Able to use own initiative and take ownership of his/her tasks •Honesty and integrity •Customer service orientated •Responsible and accountable.

**No** fax, e-mailed or Z83 applications will be accepted.

**To apply forward:** a signed cover/application letter specifying the position applied for, a detailed CV, originally certified (not more than 3 months) copies of academic qualifications, copy of an identity document.

Failure to comply with the above instructions will result in disqualification of your application.



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Correspondence will only be entered into with shortlisted candidates. If you do not receive notification regarding your application within one month from closing date, please accept that your application was unsuccessful. The municipality reserves the right not to make any appointment.

Please forward application to: The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085

**OR** hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085

ALL POSTS ARE BASED IN MAKHUDUTHAMAGA MUNICIPALITY, JANE FURSE.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Open on the 14<sup>th</sup> June 2013 and Close on the 25<sup>th</sup> June 2013.

**ENQUIRIES: Corporate Services Department: HRM**

Mr. Thobejane C.T, 013 265 8619 and Mr. Radingoana M.J, 013 265 8616

Switchboard: 013 265 8600

Makhuduthamaga Local Municipality is an equal opportunity and Affirmative action employer.

**Moropa M.E**  
**Municipal Manager**