



**MANDENI LOCAL MUNICIPALITY  
IN-SERVICE TRAINEE OPPORTUNITY**

REF : PN 28/2018

**INTRODUCTION**

The following vacancy exists for a suitably qualified person to join the staff of Mandeni Municipality within the Corporate Services Department and Office of the Municipal Manager:

**DURATION : 1 YEAR CONTRACT(S)**

NO OF POSTS	POSITION	FIELD OF STUDY
1	Labour Relations In-service trainee	Must be in possession of a 3 Year National Diploma/Degree in Labour Relations/ Industrial Psychology/ Industrial Labour Law
1	Performance Management Systems In-service trainee	Must be in possession of a 3 Year National Diploma/ Degree in Human Resource Management/ Monitoring and Evaluation
1	Information Technology In-service Trainee	3 Year National Diploma/ Degree in IT/ A+ or N+ Certificate in IT
1	Human Resource In-service trainee	Must be in possession of a 3 Year National Diploma/ Degree in the field of Human Resources Management
1	Registry In-service Trainee	Must be in possession of / Studying towards a 3 year Degree/ National Diploma in the field of Library & Information Science / Archival Studies / Records Management

**REQUIREMENTS**

- Good interpersonal and communication skills
- Fluent in speaking both English and isiZulu
- Ability to work under pressure when required
- Computer Literate

Executive Committee

Cllr. SB Zulu (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. MPP Zungu (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. X Mdetshe | Cllr. MS Mdunge | Cllr. M Shelembe



The termination of the employment will coincide with termination of the in-service contract.

**STIPEND:**

The Municipality will pay a Stipend of **R 3000.00 per month**. There shall be no benefits or salary for In-Service Trainees except the stipend, which will be paid in accordance within the Municipality Policy.

**Enquiries must be directed to:** Ms. ZP Mngadi (Director Corporate Services); tel: (032) 456 8200.

**Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.**

The closing date for applications will be **Friday, 16 March 2018 at 12:00 pm** if you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building.

**NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment.**

  
**SG KHUZWAYO**  
**MUNICIPAL MANAGER**