



MANDENI LOCAL MUNICIPALITY GRADUATE INTERNSHIPS

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites unemployed graduates to apply for an Internship program.

DEPARTMENT : **CORPORATE SERVICES**
UNIT : Human Resource **X1**
MINIMUM REQUIREMENTS : National Diploma/ Degree In
Human Resource
REFERENCE NUMBER : **PN 91/2025**
STIPEND : **R 5000 Per month**
DURATION : **12 Months**

DEPARTMENT : **COMMUNITY SERVICES AND PUBLIC
SAFETY**
UNIT : Firefighter **X10**
MINIMUM REQUIREMENTS : Matric Certificate/
Fire Fighter I and Fighter II
Hazmat Awareness and Operations.
First Aid Level 3.
REFERENCE NUMBER : **PN 94/2025**
STIPEND : **R 5000 per month**
DURATION : **12 Months**

DEPARTMENT : **CORPORATE SERVICES**
UNIT : Office Administration **X1**
MINIMUM REQUIREMENTS : High Certificate in Archives Or
Records Management /Diploma In
Management Specialising in Records
Management
REFERENCE NUMBER : **PN 93/2025**
STIPEND : **R 5000 per month**
DURATION : **12 Months**

DEPARTMENT : **COMMUNITY SERVICES AND PUBLIC
SAFETY**
UNIT : Library **X2**
MINIMUM REQUIREMENTS : Diploma/Degree in Library and
Information Studies

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. B.A. Mchunu | Cllr. SC Mdletshe



REFERENCE NUMBER : PN 92/2025
STIPEND : R 5 866 per month
DURATION : 24 Months

DEPARTMENT : BUDGET AND TREASURY
UNIT : Finance X5
MINIMUM REQUIREMENTS : National Diploma in Accounting/ B Com
Accounting/ B Com SCM/Logistics and contract
REFERENCE NUMBER : PN 90/2025
STIPEND : R 8 333 per month
DURATION : 36 Months

DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
UNIT : Risk and Compliance X1
MINIMUM REQUIREMENTS : National Diploma/ Degree in Risk Management/
Internal Audit
STIPEND : R 8 333 per month
REFERENCE NUMBER : PN 95/2025
DURATION : 36 Months

CLOSING DATE : FRIDAY, 07 NOVEMBER 2025 @12:00 PM

NB: The candidate must not be older than the age of 35 and reside within Mandeni Municipality.

DUTIES:

Interns will work under strict supervision of his or her mentor following an Internship programme.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to **Manager HR and Administration; tel: (032) 456 8200**. Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from **Mandeni Municipal Website 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.** Certified copies of certificate will be submitted by the shortlisted candidates. 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 or at any Municipal building.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.



SG KHUZWAYO
MUNICIPAL MANAGER

DATE : 27/10/2023