

CORPORATE SERVICES

City of Mbombela in partnership with Local Government Sector Education and Training Authority has an opportunity for young people residing within the jurisdiction of City of Mbombela to apply for the below mentioned Internships.

INTERNSHIPS ARE AS FOLLOWS:

FIELD OF STUDY	QUALIFICATION/ MINIMUM REQUIREMENTS	NUMBER REQUIRED	DURATION	STIPEND PER MONTH
Arts in Psychology	Bachelor of Arts in Psychology	05	12 Months	R6500
Geographical Information System	Bachelor of Geographical Information System	05	12 Months	R6500
Internal Audit	Bachelor of Commerce in Internal Auditing.	03	12 Months	R6500
Information Science	Bachelor of Information Science	05	12 Months	R6500
Water and Sanitation	Bachelor of Science in Water and Sanitation	05	12 Months	R6500
Safety Management	Diploma in Safety Management	03	12 Months	R6500
Paralegal	Diploma in Paralegal	02	12 Months	R6500
Financial Management	National Nated Diploma in Financial Management	05	12 Months	R6500
Public Management	National Nated Diploma in Public Management	05	12 Months	R6500
Engineering	National Nated Diploma in Engineering Studies	05	12 Months	R6500

If you meet the above requirement, please send your application form (ANNEXURE B) in conjunction with your comprehensive curriculum vitae, as well as certified copies of certificates to:

Senior Manager: Human Resources,
City of Mbombela,
P.O. Box 45,
Mbombela
1200

Hand delivered to;
1 Nel Street,
Civic Centre,

LGSETA 2025 INTERNSHIP PROGRAMME

Mbombela,
Glass Office 1, 3rd Floor.

Enquiries can be directed to Human Resource division: (013 759 9367/013 750 6076)

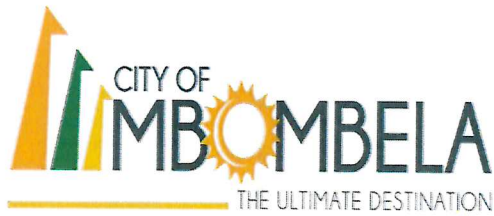
Those who previously participated in an internship programme should not apply.

NB: Faxed and e-mailed applications will not be considered.

CLOSING DATE & TIME: 31 January 2025 AT 16h00.

THE CITY OF MBOMBELA SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION AND IT IS IN THIS VAIN THAT SUITABLY QUALIFIED WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY.

WJ KHUMALO
CITY MANAGER



CORPORATE SERVICES DEPARTMENT

ANNEXURE B

APPLICATION FORM FOR EMPLOYMENT

1. The purpose of this form is to assist a municipality in selecting suitable candidate for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information must be provided on the CV
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000)

DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for					
Name of the Municipality					
Notice service period					
PERSONAL DETAILS					
Surname					
First Names					
ID or Passport Number					
Gender	Male		Female		
Race	African	White	Coloured	Indian	
Do you have a disability?	Yes	No	If yes, elaborate		
Are you a South African Citizen?	Yes	No	If not, what is your nationality?		
			Do you have a valid work Permit?	Yes	No
Do you hold a professional membership with any professional body?	Yes	No	Name of professional body	Membership Number	Expiry date

CONTACT DETAILS

Telephone number during office hours	()	
Mobile phone number		
Postal address		
	Code:	
Email Address		
Preferred language of communication		

QUALIFICATIONS (please elaborate on your CV)			
Highest educational qualification obtained			
Name of the School	Highest Grade	Year Obtained	
Highest tertiary qualification obtained			
Name of Institution	Name of a qualification	NQF level	Year Obtained

WORK EXPERIENCE (please elaborate on your CV)						
Employer (starting with the most recent)	Position held	From		To		Reason for leaving
		Month	Year	Month	Year	

DISCIPLINARY RECORD			
Have you been dismissed for misconduct during the past ten (10) years?	Yes		No
If Yes, Name of Municipality Employer			
Type of a Misconduct/Transgression			
Date of Registration/Disciplinary case finalised/Dismissal			
Award/sanction			
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?	yes		No

CRIMINAL RECORD			
Have you been convicted of any criminal offence in a court of law during the past ten (10) years?	Yes		No
If yes, type of criminal act			
Date criminal case finalised			
Outcome/Judgement			

REFERENCES (please elaborate on your CV)				
Name of Reference	Relationship	Tel (office hours)	Cellphone Number	Email

DECLARATION	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed	
Signature:	Date: