

# EXTERNAL VACANCIES



## INFORMATION COMMUNICATION TECHNOLOGY (ICT) INTERNS X 2 REFERENCE NO. LGSETA/05/04/2024

R 78 000 per annum (stipend)

1 year fixed internship contract

Level: N/A

**QUALIFICATION REQUIREMENTS:** The candidates should hold Grade 12 Certificate and Bachelor Degree (NQF Level 7) in Computer Science and Information Technology. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Certified copies of qualifications, ID copy and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

**EXPERIENCE REQUIREMENTS:** NONE

### **DUTIES:**

- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimise performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment
- Organise and schedule upgrades and maintenance without deterring others from completing their work
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule
- Identify computer or network equipment shortages and place orders

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## GENERAL ADMINISTRATION INTERNS X 2

**REFERENCE NO. LGSETA/01/04/2024**

**R 78 000 per annum (stipend)**

**1 year fixed internship contract**

**Level: N/A**

**QUALIFICATION REQUIREMENTS:** The candidates should hold Grade 12 Certificate and Degree (NQF Level 7) in Public Administration. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Certified copies of qualifications, ID copy and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

**EXPERIENCE REQUIREMENTS: NONE**

**DUTIES:** Interns will be assigned administrative work wherever the need arises in any unit within Corporate Services. Activities include filing, switchboard operation, data capturing, organising meetings, minute taking, and acting as relief assistants as and when required.

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## OCCUPATIONAL HEALTH AND SAFETY (OHS) INTERN X 1 REFERENCE NO. LGSETA/04/04/2024

R 78 000 per annum (stipend)

1 year fixed internship contract

Level: N/A

**QUALIFICATION REQUIREMENTS:** The candidates should hold Grade 12 Certificate and National Diploma (NQF Level 6) in Safety Management. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Certified copies of qualifications, ID copy and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

**EXPERIENCE REQUIREMENTS:** NONE

### DUTIES:

- Assist in conducting health and safety risk assessment
- Assist in investigating accidents or injuries in the workplace
- Assist in reporting accidents to Labour Department
- Assist in carrying out workplace inspection to identify potential hazards that may affect the health and safety of employees in the workplace and take necessary actions
- Assist in auditing contractor's safety files
- Assist in providing crucial OHS training to employees
- Assist in preparation of various reports, documents and forms
- Assist in performing other related activities as assigned



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## **FINANCE INTERNS X 2** **REFERENCE NO. LGSETA/02/04/2024**

**R 78 000 per annum (stipend)**

**1 year fixed internship contract**

**Level: N/A**

**QUALIFICATION REQUIREMENTS:** The candidates should hold Grade 12 Certificate, three-year bachelor's degree (NQF Level 7) majors in Accounting and Finance. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Certified copies of qualifications, ID copy and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

**EXPERIENCE REQUIREMENTS:** NONE

**DUTIES:** Interns will be capacitated in areas such as strategic planning and management, municipal budgeting and finance management.

## **ENGINEERING INTERNS X 6** **REFERENCE NO. LGSETA/06/04/2024**

**R 78 000 per annum (stipend)**

**1 year fixed internship contract**

**Level: N/A**

**QUALIFICATION REQUIREMENTS:** The candidates should hold Grade 12 Certificate and BTech (NQF Level 7) in Engineering: Civil Engineering. Applicants must be unemployed, recently qualified and **be residing within Nkangala District**

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**Municipality.** Certified copies of qualifications, ID copy and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

**EXPERIENCE REQUIREMENTS:** NONE



**DUTIES:** Interns will be assisting with the following: Project planning, Project Implementation, Project Monitoring and Evaluation, Project closure and Contract Management

## ENVIRONMENTAL INTERNS X 2 REFERENCE NO. LGSETA/03/04/2024

**R 78 000 per annum (stipend)**

**1 year fixed internship contract**

**Level: N/A**

**QUALIFICATION REQUIREMENTS:** The candidates should hold Grade 12 Certificate and bachelor's degree (NQF Level 7) in Environmental Management/ Sciences. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Certified copies of qualifications, ID copy and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

**EXPERIENCE REQUIREMENTS:** NONE

**DUTIES:** Undertake routine inspections and ensure compliance by industry with environmental management legislation and standards, through:

- Entering premises to ascertain compliance
- Seizing evidence of non-compliance
- Issuing of compliance and enforcement notices
- Investigate environmental crimes and institute appropriate enforcement actions, namely:
  - Questioning witnesses
  - Copying documents

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- Inspecting and removing articles or substances
  - Taking photographs and audio-visual recordings
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- Exercise administrative powers, such as issuing of compliance notices;
  - Work closely with the SAPS in investigation of environmental crimes
  - Work closely with the National Prosecuting Authority (NPA) to ensure successful prosecution of offenders
  - Process and respond to environmental incidents reported to the municipality;
  - Review air quality compliance reports submitted by industries;
  - Liaison with other agencies in inspection and monitoring of the environment
  - Review Environmental Impact Assessment (EIA) and Environmental Audit reports to enhance compliance monitoring and enforcement
  - Conduct Environmental awareness campaigns within the District Municipality

**NOTE:** Full detail of the adverts is accessible on the Council web site [www.nkangaladm.gov.za](http://www.nkangaladm.gov.za)

Applicants should apply online to: [e-recruitment@nkangaladm.gov.za](mailto:e-recruitment@nkangaladm.gov.za) attaching: an application letter, detailed CV together with certified copies of qualifications and identity document or deliver the said application in the Skills Development Facilitators Offices and Youth Managers Offices of Emakhazeni Local Municipality, Steve Tshwete Local Municipality, Emalahleni Local Municipality, Victor Khanye Local Municipality, Thembisile Hani Local Municipality and Dr JS Moroka Local Municipality.

**Enquiries:** Ms Hlengiwe Nkosi: 013 249 2074

**Closing date: 07 May 2024 @ 16H30**

