



EXTERNAL VACANCIES

Dr JS Moroka Local Municipality is looking for suitable qualified interns with applicable qualification(s) to apply for the following opportunities:

1. POSITION : INTERNSHIP: INFORMATION TECHNOLOGY X3 (1-year fixed contract)

SALARY : R 78 000.00 PA

QUALIFICATION REQUIREMENTS: The candidates should be in possession of Grade 12 Certificate and a National Diploma (NQF Level 6) in Information Technology, Computer Science, Information System or relevant and/or related qualification.

EXPERIENCE: None

KEY RESPONSIBILITIES: Assisting with and/or in: First line ICT Support, Troubleshoot Software and hardware issues, Configure Software Services and user access request, Document user interactions and Resolution in the ITSM, Support office 365, Microsoft teams and email access issues, Perform routine software updates and Configurations under supervision, etc, Performing any general ICT related duties assigned.

2. POSITION : INTERNSHIP: HUMAN RESOURCES INTERNSHIP X3 (1-year fixed contract)

SALARY : R 78 000.00 PA

QUALIFICATION REQUIREMENTS: The candidates should be in possession of Grade 12 Certificate and a National Diploma (NQF Level 6) in Human Resource Management/Development, Labour Relations, Public Administration/Management or relevant and/or related qualification. Applicants must be unemployed and **be residing within Dr JS Moroka Local Municipality.**

EXPERIENCE: None.

KEY RESPONSIBILITIES: To assisting with and/or in: Recruitment and Selection processes, Supporting training, skills development, including WSP/ATR reporting, administrative support in labour relations matters, including organising case files and documentation, HR reports, statistics, correspondence, and presentations, Supporting performance management, OHS and employee wellness, Scheduling meetings, preparing agendas, taking minutes, and maintaining action lists, Performing any general HR administrative duties assigned by the mentor, such as Internal conditions of Services tasks.

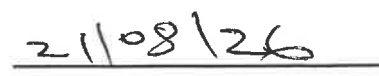
Completed application form (Application-Form-for-Employment-Drjsmlm) must be accompanied by **CV, Certified copy of the ID document and copies of qualifications which are less than 6 months** must be addressed to: The Municipal Manager, Dr J.S Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472. Applications can also be hand delivered in our offices such as Head office at: A2601/3 Bongimfundo Street, Technical Services, Matshiding, Wastewater (Sanitation), Mbibane and Nokaneng. The form is available at our website @ www.moroka.gov.za and at any office as stated above.

NB: Applicants must be unemployed and **residing within Dr JS Moroka Local Municipality boundary.**

Further information/enquires is obtainable from Ms. Sbongile Mahlangu and Ms. Nomzamo Bhila from the Human Resource (HRD) Section at 013 973 1101.

Dr. JS Moroka Local Municipality is an equal opportunity employer and endeavours to promote skills Development targeted at previously disadvantaged individuals by complying with appropriate legislation, e.g. the Skills Development Act, 1997, Skills Development Levy Act, 9 of 1999, Employment Equity Act, 55 of 1998, etc. People with disabilities are encouraged to apply and declare appropriately .

Closing date: 27 August 2026 @ 16h15.


Ms. M M MATHEBELA
MUNICIPAL MANAGER
DATE