

EXTERNAL ADVERTISEMENT



EHLANZENI DISTRICT MUNICIPALITY VACANCY
(AN EQUAL OPPORTUNITY EMPLOYER)
SITUATED IN NELSPRUIT (MBOMBELA) IN THE MPUMALANGA PROVINCE

APPLICATIONS ARE INVITED FROM UNEMPLOYED GRADUATES WHO REQUIRE WORKPLACE EXPERIENCE NECESSARY TO INCREASE CHANCES OF SECURING EMPLOYMENT IN THE FOLLOWING FIELDS OF STUDY:

(People with disabilities and youth are encouraged to apply)

INDIVIDUAL PERFORMANCE MANAGEMENT INTERN (x1)

(Ref: IPM Internship)

- Remuneration:** R120 000 per annum (all-inclusive package)
24 months internship contract.
Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality.
- Requirements:** Grade 12 plus a relevant three-year National Diploma/Degree or equivalent tertiary qualification in Public Administration, Human Resources, Development studies and Auditing. Computer Literacy (MS Office) applications.
- Knowledge and Competencies:** This position will suit a person who is an effective communicator, self-motivated, functions well under pressure, positive work ethics, reliable and honest, Team player, is analytical and good with problem solving, , has the ability to work inter-departmentally and across institutions.
- Key Performance Areas:** Assist the unit to plan and monitor the implementation of all processes of Individual Performance Management System, Assist in the development of the IPM policies and procedures; Assist in the coordination of the Departmental/ Unit workshops and feedback sessions, Assist in the development of the Individuals Performance Agreements aligned to the workplans, Assist in the review of Individuals Quarter reports and POE's; Performing administrative tasks and other logistical activities as may be assigned by the supervisor.

Closing date: 15 July 2022

- Applicants be between the age of 18-35 years;
- South African citizens;
- Unemployed and never participated in any internship programme before, and;
- Must be willing to sign an internship agreement.
- Shortlisted candidates will be subjected to suitability checks including qualifications, employment records, criminal records, and reference checks.

N.B. Application forms can be downloaded from the EDM website: www.ehlanzeni.gov.za. Completed Application form for Employment, CVs with certified copies of ID, Academic record/qualifications **WITH THE CORRECT REFERENCE ON THE EMAIL SUBJECT LINE** must be scanned and emailed to recruitment@ehlanzeni.gov.za. No hand/post-delivery and late applications will be considered.

Should you not receive a response within thirty (30) days from the closing date, please consider your application as unsuccessful.

The Municipal Manager
Ehlanzeni District Municipality
PO Box 3333, Mbombela, 1200

For further information contact the General Manager: Corporate Services on telephone No (013) 759 8637/8571.

Dr NP MAHLALELA
MUNICIPAL MANAGER

