



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

APPLICATIONS ARE INVITED FROM COMPETENT PERSONS TO FILL THE FOLLOWING POSITION:  
(Previously disadvantaged groups and persons living with disabilities are encouraged to apply)

**DEPARTMENT: CORPORATE SERVICES**  
**LEGAL SERVICES ADMINISTRATIVE INTERN**  
(REF: Legal Admin Internship )

**Remuneration:** R120 000 per annum (all-inclusive package)  
2 years' internship contract. Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality

**Minimum requirements:** Gr12 plus appropriate Diploma/Degree in Office Administration, Operations Management/Law or equivalent qualification. A general knowledge of developments in Local Government's legislative framework and corporate governance. Computer Literacy in MS office applications.

**Knowledge and Competencies:** Good Written and oral communication skills, attention to detail. Ethical and ability demonstrate professionalism, Information management. Problem solving skills, planning and organising, understanding of business processes, use of technology, client and service delivery oriented, able to work as per of a team.

**Key performance areas:** Reporting to the Snr Manager Legal Services the successful candidate will perform the following responsibilities while learning on the job but not limited to: Provision of effective administration for all Legal Services Unit meetings. Draft meeting agendas, in consultation with the Snr Manager: Legal Services. File, organize and summarize legal and corporate documents; Support with Contract Management; work with internal and external customers related to contracts, prosecutions, by-laws, litigations etc; Attend to legal documents timeously e.g., summons and affidavits.

**Closing date:** 8 September 2023 at 16:00

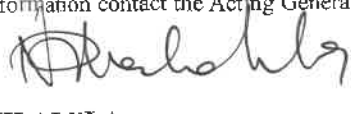
- Applicants be between the age of 18-35 years;
- South African citizens;
- Unemployed and never participated in any internship programme before, and;
- Must be willing to sign an internship agreement.
- Shortlisted candidates will be subjected to suitability checks including qualifications, employment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

**N.B.** Application forms can be downloaded from the EDM website: [www.ehlanzeni.gov.za](http://www.ehlanzeni.gov.za). Completed Application form for Employment, CVs with certified copies of qualifications not older than 6 months WITH THE CORRECT REFERENCE ON THE EMAIL SUBJECT LINE must be scanned and emailed to [recruitment@ehlanzeni.gov.za](mailto:recruitment@ehlanzeni.gov.za). No late or faxed applications will be considered. No Hand or Post delivery.

Should you not receive a response within thirty (30) days from the closing date, please consider your application as unsuccessful. Correspondence will only be entered into with shortlisted candidates. Council nevertheless appreciates the interest shown by applicants.

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

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

PP  17/08/2023.

**Dr NP MAHLALELA**  
**MUNICIPAL MANAGER**

