



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

THE DISTRICT MUNICIPALITY INVITE ALL GRADUATES WHO MEET THE SET CRITERIA BELOW TO APPLY FOR THE INTERNSHIP PROGRAMME. THE PURPOSE OF THE PROGRAMME IS TO ASSIST GRADUATES TO OBTAIN PRACTICAL EXPERIENCE, AFFORD AN OPPORTUNITY TO FAMILIARISE THEMSELVES WITH THE WORKING ENVIRONMENT, TO ENABLE THEM TO APPLY THE THEORETICAL KNOWLEDGE ACQUIRED TO THE WORLD OF WORK AND ENHANCE CHANCES OF EMPLOYABILITY.

(Previously disadvantaged individuals and people with disabilities are encouraged to apply)

RECORDS MANAGEMENT INTERNSHIP PROGRAMME x2
DEPARTMENT : CORPORATE SERVICES
Ref: Record Management Interns

Remuneration: R120 000 per annum (all-inclusive package)
12 months' internship contract.

Minimum Requirements: Grade 12 plus a three-year Diploma or Higher in Archives and Records Management, Information Management or Information Studies or Public Administration or Equivalent.

Knowledge and Competencies: Computer literacy (All MS programmes), Good time management; Financial Management; Good communication and interpersonal skills, Coordination skills; Ability to work under pressure and extended hours.

Responsibilities: The incumbents will primarily be trained and required to assist in the following roles while reporting to the Manager with the following roles:

- Removing or archiving repeated documents or irrelevant/outdated information;
- Electronic scanning of files into the Electronic Records Management System;
- Receiving requests for inactive documents in external storage;
- Registry and Administration filing;
- Opening and close files according to the record classification system;
- Filing/storage, tracing (electronically/manually) and retrieval of documents and files;
- Sort and package files for archives and distribution;
- Fill record requests by retrieving files from databases, systems, and archives;
- Compile list of documents to be archived and submit to the Manager.

INFORMATION TECHNOLOGY INTERN x1
DEPARTMENT : FINANCIAL SERVICES
Ref: IT Intern

Remuneration: R120 000 per annum (all-inclusive)
12 months' internship contract.

Minimum Requirements: Grade 12 plus a relevant three-year Diploma or Higher in Information Technology.

Knowledge and Competencies: Adaptability to change and constant learning ability, effective communicator, self-motivated, self-starter, functions well under pressure, positive work ethics, reliable and honest, team player, Hands on experience on IT work, troubleshooting and good analytical and problem-solving skills, ability to work inter-departmentally and across institutions.

Responsibilities: The incumbent will primarily be trained and required to assist the ICT unit while reporting to the Senior Manager with the following roles:

- Assist with the digitization of the Records Management System Provide end user support and maintenance of all internal and external IT services.
- Responding to user enquiries.
- Diagnosis and resolving computer related issues.
- Operation of information processing systems, ensuring that systems are operating efficiently.
- Provides technical assistance, application helpdesk support.

Closing date: 29 SEPTEMBER 2023

- 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.

Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality. 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 Acting General Manager: Corporate Services on telephone no (013) 759 8637/8571.



DR NP MAHLALELA
MUNICIPAL MANAGER

