

Posts : 3X Municipal Administration
 : 3X Municipal Performance Monitoring and Evaluation
Salary : R64 236.00 per annum (R5 353.00 p.m.) for the period of 12 months
 (Contract).
Station : Head Office /NELSPRUIT

INTERNSHIP FOR DEPARTMENT OF COGTA 2017		
DIRECTORATE	REFERENCE	REQUIREMENTS
Municipal Administration	DCOGTA/MA/2017/1	National Diploma/ Degree Admin in Local Government
Municipal Performance Monitoring and Evaluation	DCOGTA/MPME/2017/2	National Diploma/ Degree Admin in Local Government

Posts : 2X driver/messenger (Appointment will be linked to the term of the Chairperson: HTL)
Salary Notch : R 152 862.00 per annum
Ref : (D/CHA/17) Driver to Chairperson
Ref : (D/DDC/17) Driver to Deputy Chairperson
Salary Level : 05
Station : Head Office

Requirements: A grade 12 or equivalent qualification and a valid driver's licence. Good interpersonal and communication skills. The ability to work under pressure and willingness to work extra hours.

Key Performance Areas: Provide chauffeur services to and deal with officials and private matters of the chairperson. Collect documents and deliver such to the chairperson ensure that the chairperson vehicle is properly maintained and kept clean as well as in good condition Promote Batho Pele Principles and service standards keep records of trips accessories and other matters that may be prescribed.

APPLICATION INSTRUCTIONS

Applications must be submitted on form (Z83) obtainable from any Public Service Department or at www.dpsa.gov.za, and must be accompanied by updated Curriculum Vitae, less than three (3) months certified copies of qualifications, academic transcript and ID copy. Applications will only be considered from South African citizens, aged between **18 to 35 years**. Candidates who have already participated in an Internship Programme in **any Government Department will NOT be considered**. No faxes or e-mailed applications will be considered. Preference will be given to candidate from the Mpumalanga Province.

Application must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which includes security clearance, security vetting, qualifications verification and criminal records verification.

Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Fingerprints will be taken on the day the interviews. The Department of Co-operative Governance and Traditional Affairs reserve the right not to fill any of these advertised posts.

The Department of Co-operative Governance and Traditional Affairs is an equal opportunity affirmative action employer. It is an equal opportunity, affirmative action employer. It is our intent to promote representivity (race, gender and disability in the Department.

Applications must be forwarded to: The Director: Human Resource Management, Department of Co-operative Governance and Traditional Affairs, Private Bag x 11304, Nelspruit, 1200. Hand delivery: Building No.7 extension 2, No.7 Government Boulevard, Riverside Park, Nelspruit, 1200. **Enq: Ms EM. Sihlangu (013 766 6421), Ms GT Ndlovu (013 766 6534) and KS Magagula (013) 766 6442.**

Closing date 15 December 2017: Time 16h00.

Correspondence will be restricted to shortlisted only. If you have not heard from us within three (3) months from the closing date of the advert, you should consider your application as unsuccessful.