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eThekweni Municipality Internships for Administration Programme 2024/2025

Description

The eThekweni Municipality is pleased to announce its Work Experience, In-service Training/Work Integrated Learning (WIL), and Internship opportunities for the 2024/2025 period. This program is targeted at individuals who have successfully completed their qualifications and those requiring 18 months of work integrated learning, specifically within the domain of Administration.

Program Overview

Reference Details

- **Job Title:** Work Experience Programme 2024/2025 Administration
- **Department:** Outreach & Capacity Building
- **Branch:** Community Development Projects
- **Reporting To:** Project Manager
- **Vacancy Group:** Corporate and Human Capital Cluster
- **Location:** eThekweni, KwaZulu-Natal, South Africa
- **Closing Date:** The closing date for applications is August 30, 2024.

The program aims to provide practical work experience to qualifying individuals in various fields, enabling them to gain valuable insights and skills pertinent to their careers.

Responsibilities

Participants in this program will be working under the supervision of a Project Manager. They will be engaged in a variety of tasks designed to build their competence in administration. Specific responsibilities will be assigned based on the project requirements and the participant's area of study.

Qualifications

Applications are invited from individuals with the following qualifications:

- Office Management and Technology
- Public Administration
- Public Management
- Business Management/Administration
- Disaster Management

Applicants must meet the following eligibility criteria:

- Must possess a recognized qualification, which should not be more than 5 years old.
- Must be South African citizens.
- Should not have previously participated in any Government or private sector

Hiring organization
eThekweni Municipality

Employment Type
Intern

Duration of employment
3 month

Industry
Government

Job Location
eThekweni, KwaZulu-Natal, South Africa, 4000, eThekweni, KwaZulu-Natal, South Africa

Working Hours
8

Date posted
December 2, 2024

Valid through
19.06.2026

Work Experience/Internship/In-service/WIL Programme for a period of 12 months or more.

Job Benefits

The monthly stipend for participants is structured based on the level of qualification as follows:

- R2,509.42 per month for qualifications less than 2 years & WIL.
- R4,069.35 per month for 2-year qualifications.
- R5,086.71 per month for National Diploma, B. Degree, and BTech holders.
- R5,934.49 per month for Post-graduate Diploma and Honours Degree holders.
- R7,630.06 per month for Master's degree holders.

How To Apply?

Interested candidates should submit their applications before the closing date. Due to the expected high volume of correspondence, only shortlisted candidates will be contacted. If you do not hear from us within three months of the closing date, please consider your application unsuccessful. Previous applicants must reapply. People with disabilities who meet the requirements are encouraged to apply.

For further inquiries, please contact:

- **Siyanda Cebekhulu / Wendy Shabalala**
- **Telephone:** 031 322 2460 / 031 311 3924 / 3192 / 3183