



## NOTICE NO 100 OF 2022

### Municipal Public Accounts Committee (MPAC) Internship Programme x 2

King Sabata Dalindyebo Municipality wishes to invite applications from unemployed graduates residing within the KSD Municipality area of jurisdiction to ensure that they are able to contextualize learning to the world of work, establishing physical and virtual job preparedness and matching services to connect you to the available opportunities whilst assisting KSD in its Project Implementation and Operations.

Stipend: R 72 000.00 per annum (12 months fixed term contract)

#### REQUIREMENTS

- Matric
- Bachelors Degree or National Diploma in Public Administration or relevant qualification at NQF level 06.
- Proof of Computer Literate;
- Must be unemployed;
- Must be King Sabata Dalindyebo Municipality Resident (*original stamped and signed proof of residence by a respective Ward Councillor or Traditional Leader must be attached*).

#### KEY PERFORMANCE AREAS (include but not limited to):

- Participating in the research of MPAC for effective functioning of the committee;
- Provide support in administrative functioning of the committee;
- Work with the immediate superior to assist in investigation and compilation of reports to enhance good governance, interrogates reports;
- Provide assistance in reporting requirements of the section;
- Records keeping;
- Provide administrative support to MPAC inline with performing it's Oversight role as in line with the Municipality Accountability Cycle;
- Provide Research support to MPAC in areas of Oversight;
- Monitor Implementation of MPAC SDBIP KPI's;
- Compile Portfolio of Evidence for MPAC Oversight;
- Monitor implementation of MPAC Work Plan;

- Monitor and report on implementation of MFMA Calender.

Enquiries may be directed the Staff Provisioning Office at 047 – 501 – 4102 /4008 / 4100 / 4110 / 4386 (Munitata Building, Mthatha).

PLEASE NOTE:

1. Applicants who previously benefited from an Internship Programme will not be considered from any government department or any institution.
2. Applicants should submit their applications together with covering letter, CV'S and certified copies of their qualifications, academic record, [Matric certificate must also be attached] ID- document and Driver's licence [where applicable].
3. Faxed and e-mail applications are not accepted, ***APPLICATIONS RECEIVED AFTER THE CLOSING DATE AND TIME*** and applications without certified copies of documents ***will strictly not be considered.***
4. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
5. Appointment will be subjected to compulsory pre-employment screening. Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.
6. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.
7. CLOSING DATE: NOT LATER THAN MONDAY, 05 DECEMBER 2022 AT 16H30.

The Council reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications must be forwarded to:

Office 312 Archives and Registry, third Floor, Munitata Building or Post to: The Director Corporate Services KSD Local Municipality. P. O. Box 45. MTHATHA 5099.



N. PAKADE  
MUNICIPAL MANAGER