



EXTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

DEPARTMENT: TECHNICAL, DEVELOPMENT AND TOWN PLANNING

HOUSING INTERN (FIXED TERM CONTRACT)

SALARY: R60000.00 PA ALL INCLUSIVE

MINIMUM REQUIREMENTS

- Grade 12
- NQF Level 6 National Diploma in Housing/Built Environment or Equivalent Qualification
- Fully computer literate (Ms Office, Ms word Ms excel and PowerPoint)
- Good communication skills both Verbal and written in English and Isizulu.
- Valid driver's license will be an added advantage.

KEY PERFORMANCE AREAS

Key Performance Areas:

- Performing the clerical functions associated with the implementation and delivery of housing projects within the municipality and preparing communities for such projects through sending invitations for regular meetings to discuss housing related issues.
- Updating the Municipal Housing Demand Data Base, scrutinizing forms completed by beneficiaries and ensuring that information is correctly captured onto the computer.
- Maintaining registers and records associated with the Provincial Department of Human Settlements waiting list and capturing beneficiary's details.
- Capturing/ processing specific complaints received from the public and

providing and/ or checking information to support feedback to the complainant.

- Preparing and extracting qualitative and quantitative reports for submission to the immediate supervisor detailing the status of the functionality.
- Completion of subsidy applications, Deed of Sale, Letters of Approval, etc. and verification of beneficiaries.
- Other duties as requested from time to time.

An application form (accessible from the municipal website and municipal office) clearly stating the position you are applying for, together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

Closing date 16 May 2025. Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to the Ms. N. Ziqubu, Manager: Human Resources at 031 785 9378.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



MR. S. MNGWENGWE
MUNICIPAL MANAGER