



## **EXTERNAL ADVERT**

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

**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**

**COMMUNICATIONS INTERN (2 YEARS FIXED TERM CONTRACT)**

**SALARY: R60 000.00 PA ALL INCLUSIVE**

### **MINIMUM REQUIREMENTS**

- Grade 12
- National Diploma or Degree in Public Relations, Communications, Journalism, Media Studies, or a related field.
- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Good communication skills both verbal and written in English and Isizulu.
- Basic understanding of digital communication and social media platforms.

### **Key Performance Areas:**

- Drafting and editing various communication materials such as website content, social media updates, and marketing materials.
- Assisting with the management of social media platforms, including content scheduling, engagement, and monitoring
- Assisting with media outreach, tracking media coverage, and supporting event planning and execution.
- Providing general administrative and communication support to the communications team.
- Assisting with the planning and execution of events, including logistics, communication, and on-site support.

**DEPARTMENT: CORPORATE SERVICES DEPARTMENT**

**IPMS INTERN (2 YEARS FIXED TERM CONTRACT)**

**SALARY: R60 000.00 PA ALL INCLUSIVE**

**MINIMUM REQUIREMENTS**

- Grade 12
- National Diploma or Degree in Public Management, Human Resources Management, Office Management.
- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Good communication skills both verbal and written in English and Isizulu.
- Ability to collect, organise and analyse basic data.
- Attention to detail and good organisational skills.

**Key Performance Areas:**

- Assist with coordinating the signing and filing of performance agreements for Section 54/56 managers and all other employees.
- Help track submission deadlines and follow up with departments.
- Collect quarterly performance evidence from departments (e.g., reports, attendance registers, service delivery statistics).
- Verify that submitted evidence aligns with performance indicators in the SDBIP/Departmental Scorecards.
- Maintain proper filing of evidence and documents (physical and electronic).

An application form (accessible from the municipal website and municipal office: **NOT Z83**) 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** or email to [Recruitment@mkhambathini.gov.za](mailto:Recruitment@mkhambathini.gov.za)

**Closing date 19 December 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 must 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.

A handwritten signature in black ink, appearing to read 'S. Mngwengwe', written over a horizontal line.

**MR. S. MNGWENGWE**  
**MUNICIPAL MANAGER**