



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

Applications are invited from suitably qualified applicants to fill the following internship programmes:

**BUFFALO CITY METROPOLITAN MUNICIPALITY – CAREER AND TALENT
MANAGEMENT UNIT
INTERNSHIP PROGRAMME 2018/2019 FINANCIAL YEAR**

The Buffalo City Metropolitan Municipality is offering work experience opportunities for the 2018/2019 financial year in various units.

Applications are invited from candidates who have completed the following qualifications in their respective fields of study:

National Diploma (M+3), Bachelor and Honours Degree

Ref No	Directorate /Department	Qualification	No of Opportunities
1/18 (I)	Environmental Health Services	National Diploma in Environmental Management, Environmental Health or Chemistry	2
		National Diploma Public/ Environmental Health, Registration with Health Professional Council of South Africa, Code 8 Drivers License	2
2/18 (I)	Fire and Rescue	National Diploma Office Administration	1
3/18 (I)	Communications	National Diploma / Degree in Journalism / Communications / Media or Graphic Design	1

4/18 (I)	Traffic	National Diploma Public Administration / Management or Office Management	3
5/18 (I)	Internal Audit	National Diploma in Auditing / Accounting	2
6/18 (I)	Municipal Services – EL ZOO	National Diploma in Veterinary Nursing or Diploma in Curin Animals Registration with the South African Veterinary Council	1
		National Diploma in Horticulture Driver's License Code 10	1
		National Diploma in Nature Conservation / H.E.D Biology Studies	1
7/18 (I)	Disaster Management	National Diploma / Degree with GIS, Geography or Information Management as a major subject Code B/EB Driver's License	1
8/18 (I)	IDP/PMS/Integrated Environmental Management and Sustainable	National Diploma / Degree in Public Administration	2
		National Diploma / Degree in Environmental Management / Science / Botany / Nature Conservation	2
9/18 (I)	Executive Support Services	National Diploma: Public Administration / Management	1
	Deputy Mayors	National Diploma / Degree in Public Administration / Political Analyst	1
10/18 (I)	Legal Services	LLB Degree	2
11/18 (I)	Public Participation	National Diploma / Degree Office Administration / Public Administration or Development Studies	1
12/18 (I)	Finance	M+3 Degree in Commerce majoring in Accounting, Risk Management and Auditing, Cost and Management Accounting or BTech in Supply Chain Management	4
13/18 (I)	Mechanical Workshop and Fleet Services	National Diploma / Degree in Mechanical Engineering	1
			1

		National Diploma / Degree in Office Management / Public Management	
14/18 (I)	Fresh Market	National Diploma / Degree in Office Administration	1
		National Diploma / Degree in Accounting	1
		National Diploma in Food Technology	1
15/18 (I)	Tourism, Arts & Culture	Tourism Diploma / Marketing Diploma / Public Relations Diploma	1
16/18 (I)	Human Resources	National Diploma or Degree in Human Resources, LLB Degree, Labour Relations, Industrial Relations or relevant qualification equivalent to NQF 6	2
17/18 (I)	Trade and Industry Development (Business Development)	National Diploma / Degree in Small Enterprise Development ND/Degree in Financial Accounting, Community Development Studies or Public Administration	1
18/18 (I)	PIU (Project Implementation Unit)	National Diploma / Degree in Development Studies / Social Science	1
		National Diploma / Degree in Environmental Health or other Tertiary qualification supporting Health & Safety in Construction or Health & Safety Management	1
		National Diploma / Degree S4 in Civil Engineering Valid Code B/EB Driver's License	2
19/18 (I)	Risk Management	National Diploma / Degree in Internal Auditing / Accounting / Risk Management	1

For additional information please contact the following numbers:

- 043 7052777/2739/2729/2740

PLEASE NOTE:

PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY

Candidates who are suitably qualified as per the minimum requirements for the post set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post. (i.e. certified copies of certificates not copies of certified copies, diplomas, degrees, Identity Document and drivers' licenses, where applicable). Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post. Any candidate who does not meet the minimum requirements will be automatically disqualified.

Fraudulent qualifications or any information submitted and the canvassing of councilors or officials will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P.O Box 134, East London, 5200.

Closing Date: 28th September 2018


A SIHLAHLA
CITY MANAGER

Daily Dispatch: 17th September 2018