



# BUFFALO CITY METROPOLITAN MUNICIPALITY

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

## BUFFALO CITY METROPOLITAN MUNICIPALITY – HUMAN RESOURCE DEVELOPMENT

### INTERNSHIP PROGRAMME 2021/2022 FINANCIAL YEAR

The Buffalo City Metropolitan Municipality is offering opportunities for Work integrated Learning for a period of 18 months for 2021/2022 financial year in various units.

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

REF NO.	DEPARTMENT	QUALIFICATIONS	NO. OF INTERNS
1/21 (l)	Environmental Health Services	National Diploma/Degree in Environmental Management/ Analytical Chemistry	2
	Environmental Health Services	National Diploma Public / Environmental Health	1
2/21 (l)	Human Settlements/Technical & Implementation	National Diploma/ Building Architecture or Civil Engineering (Inspector Low housing)	1
	Human Settlements/Technical & Implementation	National Diploma Civil Engineering	1
3/21 (l)	Water Department – Sanitation	National Diploma/Degree in Civil Engineering	1
	Water Services	National Diploma in Civil Engineering	1
4/21 (l)	Disaster Management	National Diploma/Degree in GIS, Geography or Information Management as a major subject	1
	Disaster Management	National Diploma/Degree in Disaster Management.	1
5/21 (l)	IDP/PMS	National Diploma/Degree in Public Administration	2
	Integrated Environmental Management and Sustainable	National Diploma/Degree in Environmental Management/Science/ Botany/Nature Conservation	2
	Intergovernmental Relations	National Diploma/ Degree in Public Management or Social Science	1
6/21 (l)	Auxiliary & Travel Management Services	National Diploma/ Degree in Public Administration	1
7/21 (l)	Information Technology & Support	National Diploma: Information Technology	2
8/21 (l)	Solid Waste Management Services	Development Studies/GIS	1
	Solid Waste Management Services	National Diploma/ Degree in Public Relations	1
	Solid Waste Management Services	National Diploma in Environmental Health/ Management	1
9/21 (l)	Executive Support Services/HOD Office	National Diploma/Degree: Public Admin /Management	1
	Office of the Executive Mayor	National Diploma in Public Administration/Management or Social Science	1
	Office of the Speaker	National Diploma/Degree in Public Administration/ Political Science	1
	Office of the Chief Whip	National Diploma/Degree in Public Administration/ Management and Social Science	1
	Office of the Deputy Executive Mayor	National Diploma/ Degree in Public Administration/Management	1
		National Diploma in Office Management Technology	1
10/21 (l)	Sport Services x1	National Diploma/ Degree in Sports Management or Sports Science	1
11/21 (l)	PIU	National Diploma/Degree in Civil Engineering	1
	PIU	National Diploma/ Degree in Safety Management/ Health & safety	1
12/21 (l)	Mechanical Workshop and Fleet Services x2	National Diploma/Degree in Mechanical Engineering	2
13/21 (l)	Fresh Market	National Diploma/Degree in Marketing	1
	Fresh Market	National Diploma in Food Technology	1
14/21 (l)	Economic Development & Agencies/Tourism x2	National Diploma in Tourism/Tourism Development Studies/Tourism marketing/ Public Relations	2
	Economic Development & Agencies/Public Relations	National Diploma/Degree in Public Relations/Communication/ Journalism	1
	Economic Development & Agencies/Arts Culture & Heritage x1	National Diploma/ Degree in Heritage studies/ History/Anthropology/Fine Art/Film studies/Language Studies/Cultural History/Sociology or related qualification	1
15/21 (l)	Trade, Industry and Sector Development	National Diploma/ Degree in Agriculture	2
	Trade, Industry and Sector Development	National Diploma in Small Business Management	2
16/21 (l)	City Manager's Office - Risk Management	National Diploma/Degree in Internal Auditing / Accounting/ Risk Management	2
	Strategy & Transformation	National Diploma/ Degree in Public Management	1
	Knowledge Management & Research Unit	Degree/ Honors in Statistics	1
17/21 (l)	Finance	National Diploma in Financial Management	1
	Finance	National Diploma /Degree in Accounting/Cost Management Accounting or any relevant qualification	2
	Finance	Degree/National Diploma in Auditing	1
	Supply Chain Management	National Diploma in Logistics	1

**For additional information please contact the following numbers: 043 705 3283/3284/3508**

#### 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 internships advertised at the sole discretion of the municipality.

**Applications can be hand delivered to the Human Resources Development, no. 58 Belgravia Crescent, Southernwood or posted to the Directorate of Corporate Services, P.O Box 134, East London, 5200**

**CLOSING DATE: 31<sup>st</sup> August 2021**

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