



102 Main Street,
Matatiele
P.O. Box 35,
Matatiele, 4730
Tel: 039 737 3135
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INTERNSHIP PROGRAMMES
DATE 29 MAY 2026 -05 JUNE 2026

MATATIELE LOCAL MUNICIPALITY

The Matatiele Local Municipality is committed to creating opportunities for unemployed graduates who are seeking work experience related to their field of study. To further increase the level of investment in the Labour Market and improve the return on investment. Suitably qualified candidates are hereby invited to apply for the following internship programs which will be filled in, in terms of the Employment Equity Plan (EEP) of the Municipality. Females and people with disabilities are encouraged to apply/ invited to apply for the following internship programs. **NB: application must be accompanied by an originally stamped & signed copy of proof of residence within the jurisdiction of Matatiele Local Municipality AND candidates who previously benefited from the same internship program will not be considered.**

PLEASE BEWARE OF THE SCAM WHERE INDIVIDUALS ARE REQUESTING MONEY IN EXCHANGE OF EMPLOYMENT WITHIN THE MUNICIPALITY AND PLEASE DO NOT MAKE ANY FORM OF PAYMENT IN RESPECT OF SUCH OFFER.

DEPARTMENT: BUDGET AND TREASURY OFFICE (BTO)

**FINANCE/BUDGET & TREASURY OFFICE (BTO), NATIONAL TREASURY FUNDED
POSITION: X2 NATIONAL TREASURY FUNDED INTERNSHIP PROGRAMMES**

Stipend	R 100 000.00 per annum
Length of contract	36 Months
Advertisement platforms	Local Newspapers, Municipal Notice Boards and Municipal Website
Minimum requirements	Grade 12 Certificate, National Diploma/Degree in Accounting or Financial Accounting/Cost Management Accounting or Taxation and Internal Audit, Computer Literacy (MS Word and MS Word Excel), effective communication and Interpersonal skills. <i>Academic transcript is Compulsory</i> , therefore must be attached. Original signed and stamped proof of residence from Ward Councilor within the Jurisdiction of Matatiele Local Municipality not older than three Months

Key responsibilities	<p>The successful candidate will be required to:</p> <p>Perform activities associated with the following functionalities:</p> <ul style="list-style-type: none"> • Assist with Budget Planning and Investment Management functions • Assist with Financial Reporting & Asset Management functions • Assist Supply Chain Management and Revenue & Expenditure Management functions • The intern will assist with the preparation of Monthly and yearly financial statements. • Assist in preparation of Departmental Budget as per the Service Delivery Budget Implementation Plan (SDBIP) of the Municipality. • Assist with monitoring of monthly income and expenditure and auditing of financial statements. • Assist with audit preparations and record keeping of all departmental correspondences. • Assisting of the planning stages for the audit engagements to be discussed with the auditee or management with an aim to improve their communication skills and approach. • Assisting in Conducting execution of Audit projects as per the Audit plan, learn how to develop working paper and Audit files to keep their audit evidence. • Assisting in drafting and issuing of audit findings and conduct audit follow ups on agreed actions plans. • Assist and contribute to the review of policies, processes, products or services to ensure an appropriate level of internal controls and compliance is maintained. <p>Perform any other duties as may be assigned by the competent authority</p>
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DEPARTMENT: CORPORATE SERVICES
UNIT: HUMAN RESOURCES MANAGEMENT & DEVELOPMENT
POSITION: 1X ORGANIZATIONAL DEVELOPMENT (OD) INTERNSHIP PROGRAMME

Stipend	R 72 000.00 per annum
Length of contract	36 Months
Advertisement platforms	Local Newspapers, Municipal Notice Boards and Municipal Website
Minimum requirements	<p>Grade 12 Certificate, Bachelor of Industrial Psychology/ Social Science majoring with Industrial & Organizational Psychology. Computer Literacy (MS Word and MS Word Excel Knowledge. Interpersonal skills.</p> <p><i>Academic transcript is Compulsory</i>, therefore must be attached.</p> <p>Originally signed and stamped proof of residence from Ward Councilor within the Jurisdiction of Matatiele Local Municipality not older than three Months.</p>
Key Responsibilities	<p>The successful candidate will be required to:</p>

	<p>Perform specific activities associated with providing administrative support within Organisational Design sub-unit and other line functions within Human Resources Management.</p> <ul style="list-style-type: none"> • Assist with the process of job Analysis, job description and Job Evaluation. • Assist in reviewing Organisational Staff Establishment and align with municipal staff Regulations. • Assist in promoting alignment and implementation of change management strategies with current management systems. • Assist in maintaining administration record keeping of section. • Assist with secretariat duties in Organisational Design meetings. • Assist in compiling monthly / quarterly reports in OD activities • Perform any other duties as may be assigned by authority.
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DEPARTMENT: CORPORATE SERVICES
UNIT: ADMIN AND COUNCIL SUPPORT
POSITION: 2X INTERNS ADMIN AND COUNCIL SUPPORT INTERNSHIP PROGRAMMES

Stipend	R 72 000.00 per annum
Length of contract	36 Months
Advertisement platforms	Local Newspapers, Municipal Notice Boards and Municipal Website
Minimum requirements	<p>Grade 12 Certificate, National Diploma / National N Diploma/ Degree in Public Administration, Public Management, Computer Literacy (MS Word and MS Word Excel Knowledge. Interpersonal skills.</p> <p><i>Academic transcript is Compulsory</i>, therefore must be attached.</p> <p>Original signed and stamped proof of residence from Ward Councilor within the Jurisdiction of Matatiele Local Municipality not older than three Months</p>
Key responsibilities	<p>The successful candidate will be required to:</p> <ul style="list-style-type: none"> • Assisting on Minutes Taking, MS Office Applications, Meeting coordination. • Secretarial support to Council meetings through the application of laid down meeting procedures and recording proceedings at meetings. • Co-ordinates specific logistical and procedural requirements associated with Council meetings • Provides secretarial support to various Committee and Sub Committee sittings within the Municipality • Executes administrative activities associated with preparation of documents and correspondence for circulation • Prepare and submit all relevant reports of minutes and agendas to immediate supervisor <p>Perform any other duties as may be assigned by the authority.</p>

DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING
UNIT: DEVELOPMENT PLANNING

POSITION: X2 TOWN AND REGIONAL PLANNING INTERNSHIP PROGRAMMES

Stipend	R 72 000.00 per annum
Length of contract	36 Months
Advertisement platforms	Municipal Notice Boards, Local Newspapers and Municipal Website
Minimum requirements	<p>Grade 12 Certificate, National Diploma/bachelor's degree, in Town and Regional Planning. Computer Literacy (MS Word and MS Word Excel), effective communication and Interpersonal skills.</p> <p><i>Academic transcript is Compulsory</i>, therefore must be attached.</p> <p>Original signed and stamped proof of residence from Ward Councilor within the Jurisdiction of Matatiele Local Municipality not older than three Months.</p>
Key responsibilities	<p>The successful candidate will be required to:</p> <ul style="list-style-type: none"> • Assisting in performing all Town and Regional and Planning functions: processing of applications such as Rezoning, subdivision and special consent, outdoor advertising etc • Assist the Development Planning Unit in dealing with all development control and Forward Planning matters <p>Perform any other duties as may be assigned by the authority.</p>

INFRASTRUCTURE PLANNING AND DEVELOPMENT**UNIT: OPERATION AND MAINTENANCE****POSITION: X2 OPERATION & MAINTENANCE INTERNSHIP PROGRAMMES**

Stipend	R 72 000.00 per annum
Length of contract	36 Months
Advertisement platforms	Municipal Notice Boards, Local Newspapers and Municipal Website
Minimum requirements	<p>Grade 12 Certificate, National Diploma/National N Diploma/Degree in Civil Engineering /Must have completed S4. Effective communication and Interpersonal skills.</p> <p><i>Academic transcript is Compulsory</i>, therefore must be attached.</p> <p>Original signed and stamped proof of residence from Ward Councilor within the Jurisdiction of Matatiele Local Municipality not older than three Months.</p>

Key responsibilities	<p>The successful candidate will be required to:</p> <ul style="list-style-type: none"> • Measurement of quantities on site. • Assist in analysing control test Results. • Assist in Preparing of Payment Certificates. • Perform secretariat duties on site progress meetings • Assist in writing terms of reference for the projects. • Assist in completing Risk forms on a System. • Organize site meetings with relevant stakeholders • Assisting in writing Monthly reports. • Prepare Plant reports. • Assist in assessing asset status quo and prepare Reports. • Perform administrative support and data filing within the section. <p>Perform any other duties as may be assigned by the authority.</p>
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**INFRASTRUCTURE PLANNING AND DEVELOPMENT
UNIT: ELECTRICITY UNIT
POSITION: X1 ELECTRICAL UNIT INTERNSHIP PROGRAMME**

Stipend	R 72 000.00 per annum
Length of contract	36 Months
Advertisement platforms	Local Newspapers Municipal Notice Boards and Municipal Website
Minimum requirements	<p>Grade 12 Certificate, National Diploma/National N Diploma/ Degree in Electrical Engineering Heavy Current attached, Computer Literacy (MS Word and MS Word Excel will be an added advantage), effective communication and Interpersonal skills.</p> <p><i>Academic transcript is Compulsory</i>, therefore must be attached.</p> <p>Original signed and stamped proof of residence from Ward Councilor within the Jurisdiction of Matatiele Local Municipality not older than three Months.</p>
Key responsibilities	<p>The successful candidate will be required to:</p> <p>Perform activities associated with the following functionalities:</p> <ul style="list-style-type: none"> • Performs specific Electrical activities supporting the immediate superior during Minor and Major repairs & during major installation. • Maintenance and repair work. • Attending to the preparation of the site, laying cables • Removing and replacing components on isolated circuits. • Conducting and Replacing components load test outcomes. • Compiling weekly and Monthly reports <p>Perform any other duties as may be assigned by the competent authority</p>

**DEPARTMENT: CORPORATE SERVICES
UNIT: INFORMATION COMMUNICATION AND TECHNOLOGY**

POSITION: X2 ICT INTERNSHIP PROGRAMMES

Stipend	R 72 000.00 per annum
Length of contract	36 Months
Advertisement platforms	Municipal Notice Boards, Local Newspapers and Municipal Website
Minimum requirements	<p>Grade 12 Certificate, National Diploma/Degree in the field of Information and Communication Technology (ICT). Basic understanding of the information and communication Technology core functions. Computer Literacy (MS Word, Outlook, Excel and PowerPoint). Interpersonal skills</p> <p><i>Academic transcript is Compulsory</i>, therefore must be attached.</p> <p>Original signed and stamped proof of residence from Ward Councilor within the Jurisdiction of Matatiele Local Municipality not older than three Months.</p>
Key responsibilities	<p>A successful candidate will be required to:</p> <ul style="list-style-type: none"> • Assist with Helpdesk and Desktop Support. • Mobile and Telephone support services. • Assist with applications and information system database. • Assist with network and hardware troubleshooting. • Assist with Information Security and compliance. • Assist with ICT policy and SOP development process. <p>•Perform any other duties as may be assigned by the competent authority</p>

DEPARTMENT: COMMUNITY SERVICE
UNIT: ENVIRONMENT AND WASTE MANAGEMENT
POSITION: X2 INTERNSHIP PROGRAMMES

Stipend	R 72 000.00 per annum
Length of contract	36 Months
Advertisement platforms	Municipal Notice Boards, Local Newspapers and Municipal Website
Minimum requirements	<p>Grade 12 Certificate, National N Diploma or National Diploma/B-Degree in Environmental Management / Environmental Science/ Environmental Health /Nature Conservation/ Environmental Studies /Nature Resources Management or any related studies, Computer Literacy (MS Word, Excel, and PowerPoint knowledge of GIS, National Environmental Management, Air Quality act, Climate change concept and functions Environmental waste Management Legislation) Interpersonal skills.</p> <p><i>Academic transcript is Compulsory</i>, therefore must be attached.</p> <p>Original signed and stamped proof of residence from Ward Councilor within the Jurisdiction of Matatiele Local Municipality not older than three Months.</p>
Key responsibilities	<p>A successful candidate will be required to:</p> <ul style="list-style-type: none"> • Performs specific activities associated with providing support to the line functions within environment, conservation and commonage management, air quality management, climate change and climate change.

	<ul style="list-style-type: none"> • Assist with species surveys, research and data collection. • Assist with preparing conservation plans and reports. • Promote Conservation awareness in schools and Community. • Waste management planning, ensuring compliance with relevant legislation. • Stakeholder Management, engagement with communities • Project Coordination, contribute to the planning and reporting to environment and waste projects. • Risk management, monitor and report on risks, implementing mitigation measures where necessary. • Assist with unit general office administration duties physical fitness to perform duties under demanding physical conditions and beyond normal office hours. • Perform any other duties as may be assigned by the authority.
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DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

UNIT: GOVERNANCE

POSITION: X1 OFFICE OF THE MUNICIPAL MANAGER GOVERNANCE INTERNSHIP PROGRAMME

Stipend	R 72 000.00 per annum
Length of contract	36 Months
Advertisement platforms	Local Newspapers, Municipal Notice Boards and Municipal Website
Minimum requirements	<p>Grade 12 Certificate, National Diploma/ National N Diploma /Degree in Office Management/ Public Management / Local Government Management/Business & information Administration, Computer Literacy (MS Word and MS Word Excel Knowledge. Interpersonal skills.</p> <p><i>Academic transcript is Compulsory</i>, therefore must be attached.</p> <p>Original signed and stamped proof of residence from Ward Councilor within the Jurisdiction of Matatiele Local Municipality not older than three Months</p>
Key responsibilities	<p>A successful candidate will be required to:</p> <ul style="list-style-type: none"> • Assist in attending/ screening the incoming and outgoing calls or rather telephone etiquette • Assist in scheduling appointments for MM. • Assist in attending the walk ins clients to the MM's Office. • Assist in making travelling bookings for the MM. • Assist in organizing the GMT, Departmental Meeting and minute taking • Assist in ensuring that document for the MM's signature is screened and are arranged in order of priority. • Assisting in typing Correspondences for MM • Assisting in admiration of the office the MM • Perform any other duties as may assigned by Supervisor. • Perform any other duties as may be assigned by authority.

CLOSING DATE 05 JUNE 2026 @ 16H00

**ENQUIRIES : MR. M. TSELE SENIOR OFFICER HUMAN RESOURCES DEVELOPMENT
(039-737-8112)**

Please apply by filling in the Application for Employment Form obtainable from our website: www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 27 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) to:

*The Municipal Manager
P.O. Box 35
Matatiele, 4730*

**FOR ATTENTION: THE GENERAL MANAGER, CORPORATE SERVICES DEPARTMENT
OR**

Submit your completed Employment Application Form and your CV and certified copies of your qualifications and ID document by hand to;

102 Main Street
Matatiele, 4730

NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service.

Canvassing for this position will lead to disqualification of applications.

**MRS.N.N. ZEMBE
ACTING MUNICIPAL MANAGER
Notice No : 2025/2026-134**

We urge all employées, membres of Council, clients, membres of the public and supplier to report any kind of fraud or corruption at Matatiele Local Municipality`s Human Resources Unit.