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EThekweni Municipality: Graduate Internships 2025/26 New Hiring

Description

EThekweni Municipality is seeking enthusiastic and motivated graduates to join our internship program. This program is designed to provide recent graduates with hands-on experience and exposure to various aspects of municipal operations, while also offering valuable learning and career development opportunities.

Responsibilities

- Assist with research, data analysis, and report preparation in areas such as urban planning, environmental management, community development, finance, and administration.
- Support departmental projects and initiatives by contributing fresh ideas, conducting literature reviews, and participating in brainstorming sessions.
- Collaborate with experienced professionals to gain insight into municipal governance, policy development, and service delivery strategies.
- Participate in meetings, workshops, and training sessions to enhance skills and knowledge in relevant fields.
- Engage with community stakeholders to understand their needs, gather feedback, and promote municipal programs and services.
- Perform administrative tasks as required, including documentation, filing, and correspondence management.

Qualifications

- Bachelor's degree or higher in a relevant discipline (e.g., Public Administration, Urban Planning, Environmental Science, Finance, Engineering, Social Sciences, etc.).
- Recently graduated (within the last two years) from an accredited institution.
- Strong analytical skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to work independently and as part of a team.
- Passion for public service and making a positive impact in the community.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Job Benefits

- Gain practical experience in a dynamic municipal environment.
- Develop transferable skills and competencies applicable to various career paths.
- Receive mentorship and guidance from experienced professionals.
- Networking opportunities with peers, mentors, and community leaders.
- Potential for career advancement within EThekwini Municipality or other organizations in the public sector.

Contacts

Interested candidates are invited to submit a comprehensive resume, cover letter, and academic transcripts via the EThekwini Municipality's official website or

Hiring organization

EThekwini Municipality

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Durban, KwaZulu-Natal, South Africa, 4001, Durban, KwaZulu-Natal, South Africa

Working Hours

09

Date posted

November 28, 2024

Valid through

14.02.2028

recruitment portal. Shortlisted candidates will be contacted for further assessment, which may include interviews, assessments, and reference checks.

Join us at EThekweni Municipality and embark on a rewarding journey to contribute to the sustainable development and prosperity of our vibrant city!