



<https://www.jobzfrica.com/job/ethekwini-municipality-graduate-internships/>

## EThekwini Municipality: Graduate Internships 2024 New Hiring

### Description

EThekwini 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

14.02.2029

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

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