

# EXTERNAL ADVERTISEMENT



EHLANZENI DISTRICT MUNICIPALITY  
(AN EQUAL OPPORTUNITY EMPLOYER)  
SITUATED IN MBOMBELA IN THE MPUMALANGA PROVINCE

APPLICATIONS ARE INVITED FROM COMPETENT PERSONS TO FILL THE FOLLOWING POSITION:  
(Previously disadvantaged individuals are encouraged to apply)

**DEPARTMENT: STRATEGIC PLANNING**  
**GIS PROFESSIONAL TRAINEE (INTERNSHIP) x1**  
**(Ref: GIS intern)**

**Remuneration:** R120 000 per annum  
2 years internship contract  
Appointment will be in accordance with the Conditions of Service of Ehlanzeni District Municipality

**Requirements:** Grade 12 plus a 3-year Diploma/Degree in Geographic Information Sciences, Hands-on experience on the ESRI ArcGIS software, Computer Literacy (MS Office Packages), Driver's license a must.

The incumbent will primarily be trained and required to assist in the following key areas:

- Spatial data collection and capturing (including field and digitizing)
- Spatial data cleansing and manipulation
- Map production
- Spatial analysis

**Closing date:** 23 September 2021

- **Applicants be between the age of 18-35 years;**
- **South African citizens;**
- **Unemployed and never participated in any internship programme before, and;**
- **Must be willing to sign an internship agreement;**
- **Shortlisted candidates will be subjected to suitability checks including qualifications, employment records, criminal records, and reference checks.**

N.B. Application forms can be downloaded from the EDM website: [www.ehlanzeni.gov.za](http://www.ehlanzeni.gov.za). Completed Application form for Employment, CVs with certified copies of ID, Academic record/qualifications **WITH THE CORRECT REFERENCE ON THE EMAIL SUBJECT LINE** must be scanned and emailed to [recruitment@ehlanzeni.gov.za](mailto:recruitment@ehlanzeni.gov.za). No hand/post-delivery and late applications will be considered.

Should you not receive a response within thirty (30) days from the closing date, please consider your application as unsuccessful.

The Municipal Manager  
Ehlanzeni District Municipality  
PO Box 3333  
Mbombela, 1200

For further information contact the General Manager: Corporate Services on telephone No (013) 759 8637/8571.

  
ES SIBOZA  
MUNICIPAL MANAGER





EHLANZENI  
DISTRICT MUNICIPALITY

INTERNAL MEMO

TO: GENERAL MANAGER: CORPORATE

FROM: SENIOR MANAGER GIS

REFERENCE: 6/2/2/2

CONTACT: N PULUMO

DATE: 26 AUGUST 2021

**MESSAGE: REQUEST ADVERTISEMENT OF THE GIS INTERN POSITION**

This memo serve as a request to advertise the GIS Intern position currently occupied by Ms. Siphokazi Gcayi. Ms. Gcayi has resigned from the organization, currently serving her notice, 27 August 2021 being her last day at Ehlanzeni Municipality.

The unit still requires the position to be filled, as it does not only provide job training opportunities to unemployed graduates however also assist in supporting the unit with professionals who are able to use their skills towards service delivery in the organization.

I trust that you will find the above in order.

Yours faithfully

N PULUMO  
SENIOR MANAGER GIS

APPROVED / ~~NOT APPROVED~~

*The request is supported for approval  
by the Accounting Officer.*

R S MAKWAKWA  
GENERAL MANAGER: CORPORATE SERVICES

*30/08/2021*  
DATE

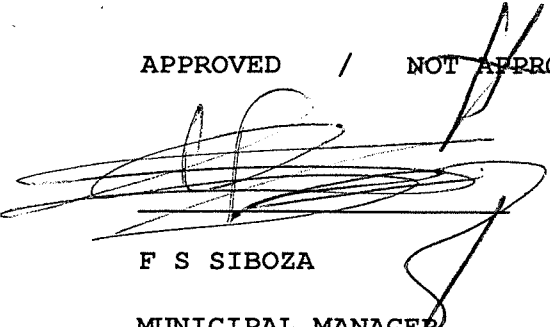


REQUEST FOR ADVERTISEMENT OF THE GIS INTERN POSITION

APPROVED

/

~~NOT APPROVED~~



F S SIBOZA

MUNICIPAL MANAGER

2/08/2021

DATE

Miss Siphokazi R. Gcayi  
Valencia Park  
Mbombela  
1201  
02 August 2021

Ehlanzeni District Municipality  
8 Van Niekerk Street  
Mbombela  
1201

**RESIGNATION FROM GIS PROFESSIONAL TRAINEE POSITION**

To the Municipal Manager,

Please accept this letter as an official notice that I am resigning from my role as a GIS Professional Trainee.

I would like to express my deepest gratitude for the support and opportunities that have been provided to me over the time of my training. The GIS team and the entire EDM officials created a climate that made it pleasurable to come to work. Please note that as from the 2<sup>nd</sup> of August 2021, I will be serving my notice until the 27<sup>th</sup> of August 2021.

I will be glad to assist in order to make the hand-over period smooth.

Yours sincerely  
Siphokazi Gcayi

