



MUNICIPAL DEMARCATION BOARD

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In terms of Section 34 of Local Government Municipal Demarcation Act, 1998 (Act No. 27 of 1998) and efficient administration must be developed to support the Municipal Demarcation Board in performing its functions.

HUMAN RESOURCES INTERN

The Municipal Demarcation Board is offering an internship programme (12-month contract) in the Human Resources and Administration Cluster and invites applicants who are suitably qualified to apply for the abovementioned position.

Minimum requirements:

- Applicants must be between the ages of 18-35, unemployed or shouldn't have previously participated in an internship programme.
- Matric
- Relevant Degree/Diploma in Human resources
- Competency in MS Office Software package
- Interpersonal skills
- Organising and systematic skills
- Good communication skills

Job Specification on training

- Assist with All HR administration
- Responsible for maintaining an accurate filing system
- Capture new employee data as well as employee terminations
- Assist with the facilitation and monitoring of performance management on the Balance Scorecard system
- Assist with all leave administration on the VIP System
- Assist with HR projects as and when required
- Assist with employee queries

An allowance per month will be offered for the duration of the programme and will be discussed at the interview.

Interested persons are invited to submit their CV, certified copies of qualifications and ID for attention Mr Paul Fourie not later than Friday, 26 March 2010 via:
Email: paul@demarcation.org.za
Fax: (012) 3422480