



NOTICE:

RE: UNEMPLOYED GRADUATE DATABASE

The Mkhambathini Youth Development office currently updating the database for unemployed graduates that reside within the municipality.

We therefore request that all unemployed graduates submit a cover page indicating:

- Names & Surname
- Highest Level of Qualifications
- Field of studies
- Curriculum Vitae
- Contact Details

Please forward the requested document via email or drop them off at reception at the Municipal Offices.

For more information, contact: Khwezi Mabaso, Community Services Department Tel: 031 785 9308, Email: Mabasok@mkhambathini.gov.za



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DIRECTOR: COMMUNITY SERVICES



NOTICE:

RE: UNEMPLOYED GRADUATE PROGRAMME - SEMINAR

The Mkhambathini Youth Development office together with the Municipality's Youth Council invites all unemployed graduates to a job preparedness Seminar. The seminar is aimed at equipping the young professionals with skills that will help them better present and articulate themselves at job interviews.

The following topics will be covered:

- Understanding who you are and your personal journey (personality, values, interests, attitudes, beliefs)
- Career Mapping
- How to look for a job (Newspapers, Databases, internet)
- Understand job adverts (requirements and job contents against what you possess)
- Writing a clear/ precise Curriculum Vitae (CV)
- Writing a Cover letter and online applications
- Filling out the z83 form
- Interview skills and preparing for interview

The seminar will be held as follows;

Date: 07-08 November 2019 (register for either the 07th or 08th)

Start Time: 09h00

Venue: Council Chambers

For more information, contact: Khwezi Mabaso, Community Services Department Tel: 031 785 9308, Email: Mabasok@mkhambathini.gov.za

Space is limited, please register by 31 October 2019

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