



THEMBELIHLE

Incorporating the towns of Strydenburg and Hopetown

Northern Cape Province, Republic of South Africa

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHLENI

Private bag X3 HOPETOWN 8750

Church Street HOPETOWN 8750

(053) 203 0005/8/442

Fax (053) 203 0490

www.thembelihlemunicipality.gov.za

EXTERNAL/INTERNAL ADVERTISEMENT

NOTICE NO: 4/2023

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: FINANCE

POST: FINANCE INTERNS X 1

REMUNERATION: R5000.00 per month

KEY REQUIREMENTS:

- National Diploma in Accounting/Finance/Internal Audit or equivalent qualification
- Sound understanding of computer literacy e.g. MS Word, Excel, PowerPoint, etc.
- Strong work ethic and enthusiasm to learn various components of financial management.
- Good verbal and written communication skills.

FUNCTIONS AND RESPONSIBILITIES

- Assistance with adherence to GRAP principles and budget procedures;
- Assist in development of statistical reporting modules;
- Assist in developing financial policies and procedures;
- Assist in the compilation of budgets, financial statements and managements reports;
- Assist with reconciliations and financial analyses; Electronic capturing of financial data;
- Other financial functions, including Asset management and insurance;
- Assist with Revenue and Income Management;
- Assist with Expenditure and Supply Chain Management;
- Any Finance-related administration;
- Rotation with in the different departments over the period of internship.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Senior Manager: Corporate Services, Mr. P. Jafta at 053 2030 005/8.

Closing date: 26 MAY 2022 at 12h00

ACTING MUNICIPAL MANAGER

Thembelihle Municipality

PO Box X3

HOPETOWN

8750

Tel: 053 2030 005/8

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

