



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHLENI

Incorporating the towns of Strydenburg and Hopetown

Northern Cape Province, Republic of South Africa

✉ Private bag X3 HOPETOWN 8750

Church Street HOPETOWN 8750

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Fax (053) 203 0490

www.thembelihlemunicipality.gov.za

EXTERNAL/INTERNAL ADVERTISEMENT

NOTICE NO: 22/2025

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 X5

REMUNERATION: STIPEND OF HUNDRED THOUSAND RAND PER ANNUM R100 000.00 per annum)

KEY REQUIREMENTS:

- Three (3) year Finance / Audit + Risk Related 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 at Church Street, Hopetown, 8750 or Email their applications to recruitment@tlm.gov.za

Enquiries can be directed to the Senior Manager: Corporate Services, Mr. Trevin R Oliphant at 053 2030 005/8 or mcs@tlm.gov.za.

Closing date: 7 February 2025 at 12h00

MUNICIPAL MANAGER

MS KEALEBOGA G GABORONE

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.