



PRINCE ALBERT MUNICIPALITY

33 Church Street / Private BAG X53

PRINCE ALBERT, 6930

NOTICE 190/2024 – EXTERNAL VACANCY

The **PRINCE ALBERT MUNICIPALITY** has the following vacancy available in the Directorate: Financial Services, to be filled as soon as possible:

FINANCIAL INTERNSHIP (XI)

Directorate: Financial Services

Post identification: **WC052-1.2.2.4**

MINIMUM REQUIREMENTS

- A three-year Bachelor's Degree or National Diploma with majors in Accounting, Economics, Finance, Risk Management and/or Auditing.
- Computer literacy (MS Office)
- Good Management, Human Relations, Interpersonal & Communication skills;
- Ability to give attention to detail and work under pressure;
- Effective communication skills in at least two of the three official languages of the Western Cape
- Candidates must be between the ages of 21 and 35.

OVERVIEW OF INTERNSHIP PROGRAMME

The Municipal Finance Management Internship Programme (MFMIP) is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends with a qualification in Municipal Finance Management in line with the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007.

The intern will sign a contract of employment, as well as an internship agreement. The purpose of the agreement is to ensure a commitment to the program, which includes full participation in educational, workplace assignments and the study of policies and procedures.

REMUNERATION

R 108 000.00 per annum (all inclusive)

STATUS OF POSITION

Two-year fixed term contract

CLOSING DATE

MONDAY 20 JANUARY 2025 AT 12H00.

GENERAL

1. Applications must be submitted on the prescribed application form together with a curriculum vitae and certified copies of the candidate's qualifications, academic transcript, identification document and other relevant supporting documentation must be posted to the following address:
Mr Abridon Sass – Human Resource Management Department
33 Church Street, Prince Albert, 6930
Contact number: 023 541 1036
2. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za.
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:

Job-related enquiries	Mr. David-Leigh Willemse Tel: 023 541 1668 Email: willemsed@pamun.gov.za
Human resource, recruitment and selection process enquiries	Office of the acting Municipal manager Tel: 023 541 1036 Email: theresa@pamun.gov.za

5. The completion of the application form in your own handwriting is **compulsory**. Please take note that applications that do not contain supporting documentation, will be automatically disqualified.
6. Prince Albert Municipality is an equal opportunity employer. The Municipality reserves the right not to make an appointment. Canvassing with councillors is an offence and will result in the disqualification of an application. If no feedback is received within eight weeks of the closing date, please consider your application as unsuccessful.



NOEL I VAN STADE

Acting Municipal Manager

18 December 2024