



HANTAM MUNISIPALITEIT

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Hantam Municipality, based in Calvinia, currently has the following vacancy and applications are awaited from competent persons who meet the set minimum job requirements. Prescribed application forms are available at the offices and on the website (www.hantam.gov.za) of Hantam Municipality. Hantam Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

- 1. FINANCIAL MANAGEMENT INTERNSHIP (3 VACANCIES) REF NO: F&C 03/2023-2024**
- 2. INTERNAL AUDIT INTERNSHIP (1 VACANCY) REF NO: F&C 04/2023-2024**

It is a capacity building initiative from National Treasury with the aim of promoting financial capacity within municipal finances. The program aims to provide graduates (Interns) with the opportunity to gain exposure to the various functions within a municipal environment.

Requirements:

To meet the requirements of the post, you must have the following

- Bachelor's Degree (NQF 7) / National Diploma (NQF 6) in Economics, Accounting, Finance, Internal Auditor or Risk Management
- Computer literacy with practical experience
- High level of responsibility and the ability to pay attention to finer details.
- Accounting and numeracy skills
- Report writing skills
- Basic knowledge of monthly reconciliations
- Must be willing to serve in all divisions of the Directorate Finance
- Must be willing to sign an Internship contract upon appointment
- Good written and verbal communication skills

Key performance areas:

- General Financial Management, with reference to the Municipal Management Act 56 of 2003 as well as other legislation applicable to the Municipality.
- Expenditure management and related activities.
- Income and cash management and related activities.
- Provision supply chain management and related activities.
- Budget management and related activities.
- Financial accounting (recording of transactions).
- Internal control auditing and risk management.
- Exposure to the preparation of annual Financial Statements.
- Various functions and responsibilities within the Municipal order.

LOCATION: Calvinia

SALARY: R 100 000.00 Per year all-inclusive package.

CLOSING DATE: Friday, 24 November 2023

Certified copies of Identity Document, Qualifications, Certificates not older than 6 months as well as a complete CV must accompany your application form. If you do not receive feedback from the Municipality within 3 weeks after the closing date, you can accept your application as unsuccessful.

Take note:

- Only shortlisted candidates will be contacted.
- No late applications will be accepted.
- E-mailed applications will be accepted.
- Recruitment with Councilors and / or any member of the appointments committee and / or any staff member of Hantam Municipality, is inadmissible and will disqualify applicants immediately.
- Please utilize the correct application form as provided per website.

Applications can be directed to the Acting Municipal Manager at the address below:

Mr. T.M. Tlhoale
Tel: 027-341 8500
Fax: 027-341 8501
E-mail: records@hantam.gov.za

Hantam Municipality
20 Dr Nelson Mandela Drive
Private bag X14
Calvinia, 8190

Enquiries can be directed to:

Head of Corporate Services
Ms. E. de Wet
edewet@hantam.gov.za

- Hantam Municipality reserves the right not to make an appointment.