



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.

INTERNAL AUDIT INTERNSHIP (1 POST)

REF NO: FIN08-2025/2026

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: • A three (3) - year Bachelor's Degree / National Diploma with majors in Accounting, Economics, Finance, Internal Auditing and/or Risk Management • Computer Literacy (MS Office Applications) • Proficiency in at least two (2) of the official languages of the Northern Cape (Afrikaans/English/Xhosa – Speak, Read and Write) • Good human relations, interpersonal and communication skills • Ability to give attention to detail • High level of responsibility • Accountancy and numeracy skills • Report Writing skills • Basic knowledge of monthly reconciliations and knowledge of financial & supply chain management processes.

Key Performance Areas: • Assisting in the implementation of accepted municipal accounting practice and budgetary reforms • Training in the key performance areas of financial & supply chain management • Reconciliations and financial analysis • Electronic collection of financial data.

LOCATION: Calvinia

SALARY: R 100 000.00 per annum all-inclusive package.

GENERAL: • 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 any feedback from the municipality within 4 weeks of the closing date, you can assume that your application was unsuccessful • The municipality respects the conditions of the protection of personal information that you have provided to us is true, up-to-date and correct. • Only shortlisted candidates will be contacted. • No late applications will be considered • Email applications will be accepted • Women, youth and people with disabilities are welcome to apply • Recruitment from councillors and/or any member of the appointment committee and/or any staff member of the Hantam Municipality, is inadmissible and will immediately disqualify applicants. • Please use the correct application form as provided per website • Successful candidate(s) will be required to sign an employment contract, financial disclosure of benefits and interest, and a performance contract (where applicable) with the employer • All appointments are subject to police clearance, which means that by applying for a position with the municipality, you are giving us permission to obtain a police clearance and sign a performance contract (where applicable) with the employer.

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

Mr. J.J. Fortuin, Hantam Local Municipality, 20 Dr Nelson Mandela Drive, Calvinia, 8190, E-mail: records@hantam.gov.za

Enquiries may be directed to: Mrs E. de Wet; Director: Corporate Services at 027 341 8500

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

CLOSING DATE: FRIDAY, 13 FEBRUARY 2026