



**Umuziwabantu Municipality**

Private Bag X1023

Harding

4680

Tel: 039 4333500 Fax: 039 4331208

**EXTERNAL ADVERTISEMENT**

**MUNICIPAL VACANCIES**

Applications are hereby invited from suitable qualified candidates for the following positions:

Municipality is an equal opportunity, affirmative action employer. The Municipality reserves the right not to make an appointment. Umuziwabantu is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

**MUNICIPAL FINANCE MANAGEMENT INTERN X2**

<b>TYPE OF EMPLOYMENT</b>	<b>Three (3) Year Contract (Internship).</b>
<b>POST LEVEL</b>	<b>Not Applicable.</b>
<b>SALARY/STIPEND</b>	<b>R100 000.00 per annum (all inclusive, and for year one training fees shall be deducted).</b>
<b>KEY REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Matric or Grade 12</li> <li>• National Diploma in Local Government Finance/Accounting/Cost Accounting/Financial Management or Auditing and/or a relevant three-year tertiary qualification may be considered.</li> <li>• Computer literacy.</li> <li>• Good interpersonal, written, and verbal communication skills.</li> <li>• Proof that you reside in the Umuziwabantu municipal area.</li> </ul> <p><b>Obtainable from your ward Councillor.</b></p>
<b>KEY DUTIES</b>	<p>To be trained and exposure in all Finance and related functional areas, inter alia, the following: -</p> <ul style="list-style-type: none"> <li>• Implementation of finance management reforms and the MFMA.</li> <li>• General finance Administration.</li> <li>• Capital and operating budget administration.</li> <li>• Expenditure and Revenue administration.</li> <li>• Payroll/Salary management.</li> <li>• SCM administration.</li> </ul>

The closing date for applications will be **Friday, 12 May 2023 at 16h00.**

Please apply by filing in the employment application form obtainable from our website [www.umuziwabantu.gov.za](http://www.umuziwabantu.gov.za) (NotZ83form), together with a comprehensive Curriculum Vitae, certified copies of qualifications, Valid Code B Driving Licence and proof of residence (where applicable) must be forwarded/delivered to:

**ENQUIRIES : The Manager: Human Resources (039 - 433 3500).**

Umuziwabantu Local Municipality, for the attention of the Human Resources Manager  
P/Bag X 1023 OR Murchison Street  
**HARDING** **HARDING**  
4680 4680

Or

Hand deliver the application to the Human Resources Office at Lot 3635 Turner Street, HARDING between 07:30 to 16:00.

**NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.**

The canvassing of councillors and/or management in respect of this position will lead to disqualification of applicant.

*Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control. The Municipality reserves the right not to make any appointment in respect of the advertised posts. Canvassing for this position will lead to disqualification of applications.*

**PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

Approved/ Not Approved by:

  
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**MR. W. T. GUMEDE**  
**ACTING MUNICIPAL MANAGER**

28/04/2023  
DATE