



## **KGATELOPELE MUNICIPALITY**

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

### **APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT FIXED TERM POSITION**

**POST: FINANCIAL INTERNSHIP X1 (FIXED TERM 24 MONTHS)**  
**DEPARTMENT: BUDGET & TREASURY OFFICE**

**REFERENCE NO: KLM 11 2022/2023) ANNUAL REMUNERATION WIL BE R 108 000.00**

#### **REQUIREMENTS AND QUALIFICATIONS:**

- B Com Accounting/Finance/Internal Audit or National Diploma in Accounting/Finance/Internal Audit or equivalent 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.

#### **KEY PERFORMANCE AREAS:**

- Assist in developing financial policies and procedures, compile financial statements and management reports, compile the annual budget, control and manage municipal bank accounts and investments, assist in the management of debtors and credit control processes, analyse reconciliations and finances, effectively manage the supply chain and manage assets and liabilities.

#### **Financial interest;**

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.

- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager  
Attention: Adv. W Blundin  
Kgatelopele Municipality  
P.O. Box 43  
DANIELSKUIL  
8405

**Or can be hand delivered at:**

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Acting Senior Human Resource Management Officer  
Ms. N Sebella (053) 384 8600 during office hours between 07:30 am – 16:45pm Monday to  
Thursdays and Fridays till 15:30pm.

**CLOSING DATE: 02 December 2022 at 12:00pm**