



## **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 POSITION**

**Reference no: KLM 06/2025/2026**

**JOB TITLE: FINANCIAL INTERNSHIP X2  
DEPARTMENT: BUDGET AND TREASURY OFFICE**

**ANNUAL REMUNERATION WILL BE R108 000.00**

**Terms of Appointment: (FIXED TERM 24 MONTHS)**

#### **Minimum Requirements:**

- B Com Accounting/Finance/Internal Audit or National Diploma in Accounting/Finance/Internal Audit or equivalent qualification, Or N6 in Financial Accounting or Financial Management.
- 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 Responsibilities:**

- 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 Act of 2000 as amended 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.
- 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 Senior Human Resource Officer: Ms. C. van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

**CLOSING DATE: 12 September 2025 at 12:00pm**