



# HARRY GWALA DISTRICT MUNICIPALITY

## BUDGET AND TREASURY OFFICE

### FINANCIAL INTERNSHIP (5 POSTS)

Salary/Stipend: R120 000.00 p.a. (Total cost to employer)

• Duration: 36 months • Ref No. BT FI 5/5/4/2/1

The Council of the Harry Gwala District Municipality has established five contract positions geared towards capacitating young graduates for a career in local government finance.

The Budget and Treasury Office offers graduates an opportunity to acquire valuable work experience in the following fields. The candidate must be between the age of 21 & 35.

**Requirements:** • Grade 12/Matric • The candidate should hold a minimum of a three-year Bachelor's degree or National Diploma, with major's in Accounting, Economics, Finance, Risk Management, Auditing or relevant qualification • Unemployed graduates who have not been previously employed under any internship programme and/or organization/institution • Proof that you reside in Harry Gwala District area • Computer literacy in Microsoft Software packages.

**Duties:** • Perform specific tasks associated with the processing of information pertaining to debtors, creditors, income, expenditure, assets, budget and reporting • Obey all policies and procedures of the Municipality in respect of work process, ethics and ethos, among others • Internal Audit and Risk Management functions • Supply Chain Management processes • Compile the necessary documentation required to monitor learning progress • To be trained and be exposed in all Budget and Treasury related functional areas.

**Enquiries should be directed to:** Human Resources Unit, on tel: (039) 834 8756/5504/8752/. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website [www.harrygwalamunicipality.gov.za](http://www.harrygwalamunicipality.gov.za) accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity document and driver's licence must be addressed to: The Municipal Manager for Attention: **Mrs T.T. Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, or can be hand delivered at 40 Main Street, IXOPO, 3276, to reach us no later than 15h00, 02 June 2023.**

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**NB:** Canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

**N.B:** Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

**MR G.M. SINEKE: MUNICIPAL MANAGER**