



# uMSHWATHI MUNICIPALITY

Notice No: P2020/21/08

**uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of suitably qualified persons for the following:**

## **MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME**

**Two (2) Year Contract | Five (5) Posts**

**R 96 000.00 per annum**

**(Total cost to employer remuneration package)**

### **REQUIREMENTS**

- A valid matric certificate or relevant NQF 4 Qualification
- Minimum of NQF 5 National Diploma or NQF 6 Degree in Financial Management/Accounting/Cost & Management Accounting/ Supply Chain Management/ Internal Auditing
- Computer Literacy
- Fluency in IsiZulu and English

### **KEY RESPONSIBILITIES**

- Assist in the preparation of:
  - o Capital and operating budget
  - o Service tariffs and property rates
  - o Compiling annual financial statements
  - o The Integrated Development Plan
- Be responsible for financial accounting (recording of transactions)
- Implementing and managing GRAP
- Implementing the Municipal Financial Management and Reform Act
- Be responsible for internal control and risk management
- Communicating with the community and Client Care Services

Applicants are required to submit a comprehensive curriculum vitae and required certified copies of qualifications and Identity documents. A covering letter must be attached to the curriculum vitae quoting the notice number and the programme that the application is submitted for.

**Preference will be given to applicants residing within the jurisdiction of uMshwathi Municipality.**

**Please address your application as follows:**

Applications in sealed envelopes clearly marked for the attention of the Municipal Manager: Application for the **Municipal Financial Management Internship Programme**, Municipal Manager, uMshwathi Municipality, Private Bag x29, Wartburg, 3233. Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

**CLOSING DATE: 28 May 2021**

**Further information can be obtained from Ms A Mkhize on: (033) 816 6800.**

Faxes, emails or late applications will not be accepted. Z83 forms will not be accepted, only application letters required. If you are not contacted within three (3) months after the closing date you should consider your application unsuccessful. Failure to comply with the above instructions will lead to your application being disqualified.

Canvassing of Councilors or officials will disqualify candidates. The Council subscribes to an Employment Equity Act, which is non-discriminatory and based on merit. **Women are encouraged to put forward their applications for this position.**

**MR NM MABASO  
MUNICIPAL MANAGER**