

NDLAMBE MUNICIPALITY

PORT ALFRED



NDLAMBE FINANCIAL DIRECTORATE

BUDGET AND TREASURY INTERNSHIP PROGRAMME

1x Accountant Interns (2 Year Fixed Contract)

Stipend – R4 833.33 per month for year one and R8 333.33 per month for year two subject to assessment.

The Ndlambe Local Municipality has secured funding from National Treasury (Finance Management Grant) to embark on a project that is aimed at ensuring the successful implementation of Budget and Accounting reforms within the jurisdiction of Ndlambe local Municipality. The programme will facilitate on the job technical skills of interns.

As part of the project, Intern will undergo intensive training in Municipal Accounting and Financial Management. The Accounting and Financial areas include inter alia:

- Revenue Collection and Debtors Administration
- Procurement and Payment of Creditors
- Cash Flow and Investment Management
- Risk Management and Short-Term Insurance
- Bank Reconciliation and Financial Statements
- Budgeting and in year reporting
- Asset Management

This position will suit candidates with the following profile:

- The candidate must be unemployed
- The candidate must not exceed the age of 35
- Belong to the previously disadvantaged group or background
- Must have an appropriate 3-year Degree or 3 years National Diploma in Accounting, Risk Management, Internal Auditing or Financial Management with Accounting II as a subject and Accounting III will be an added advantage.
- Must be computer literate with extensive knowledge of MS Office, Software Packages (MS Office Word, Excel, and PowerPoint)
- Ability to speak at least two languages spoken within the Council's area of jurisdiction,
- Must be willing to undergo a performance assessment during the internship programme.
- Applicants must come from the local area of jurisdiction (Ndlambe Area).

To apply, please send your C.V, certified copies of qualifications, ID document and covering letter (including details of at least 3 contactable references) to the *Human Resource Unit*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 OR Hand deliver at HR Offices at 01 Causeway Road, Civic Centre, Port Alfred. Please note that no faxed or emailed applications will be considered. **Application forms are downloaded on the Municipal website (www.ndlambe.gov.za). The closing date is Tuesday, 02 April 2024.**

A prospective candidate must declare any previous information that might compromise Ndlambe Municipality/candidate.

Employment Equity Plan will be complied with and applicants with disabilities and underrepresented groups (White and Indian females and males) are invited to apply. All applications who do not receive any response within 21 days of the advertisement should know that their applications have not been successful.

NOTICE NUMBER: 41/2024
11 March 2024

ADV. R. DUMEZWENI
MUNICIPAL MANAGER

Talk of the Town

Municipal Website

Municipal Noticeboards