

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned vacancy:

INTERNSHIP PROGRAMME: FINANCIAL SERVICES

MOSSEL BAY

(APPLICANTS RESIDING WITHIN THE MOSSEL BAY MUNICIPAL BOUNDARIES SHALL RECEIVE PREFERENCE)

ONLY HARDCOPY APPLICATION WILL BE ACCEPTED

(CONTRACTUAL APPOINTMENTS: 12 MONTHS WITH AN OPTION TO EXTEND THE PERIOD FOR A FURTHER 12 MONTHS)

The Municipality is participating in the Municipal Finance Management Internship Programme (MFMIP) which National Government has embarked upon to build the municipality's capacity to deliver on financial management responsibilities.

The intern will be required to sign an Internship Agreement, in addition to an employment contract, committing themselves to full participation in the educational and workplace assignments in accordance with laid-down policies and procedures. Interns will be subjected to the Municipal Disciplinary Code.

INTERNSHIP OVERVIEW

The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms.

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Valid Code B driver's license (manual vehicle)
- Completed three-year Bachelor's Degree or National Diploma (NQF Level 6) with major concentrations in Economics, Accounting or Finance, Internal Auditing or Risk Management.
Note: Must be in possession of completed qualification at time of application
- Reasonable written and verbal communication skills
- Computer literate (MS Office applications)

KEY PERFORMANCE AREAS

- Meet specific learning outcomes as set out in the National Treasury's Finance Intern Skills Development Program
- Gain an understanding of the relevant legislation applicable to a municipality
- Gain and implement an understanding of financial regulations emanating from the National Treasury
- Perform duties, prepare and implement uniform norms and standards in the following sections: Income, Expenditure, Budget Office, Supply Chain Management and other sections in the Finance Department.
- Perform other general office duties as fairly requested from time to time.

STIPEND: R100 000.00 (inclusive package per annum)

CLOSING DATE: 3 JANUARY 2025

(No applications received after 13h00 will be accepted)

GENERAL:

- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, may be hand-delivered to the Mossel Bay Municipality HR department (Old Power Station Building, Santos Beach, Mossel Bay). **For posts advertised internally and/or locally (within the boundaries of the Mossel Bay Municipality), only hard copy applications will be accepted.** Electronic applications accompanied by the official application form and a comprehensive CV (preferably as one combined PDF document) may be e-

mailed to admin@mosselbay.gov.za. These conditions are compulsory and **failing to comply will automatically lead to disqualification of the applicant.**

- Note that the relevant official application form must be completed in full. Failure to submit such completed application form and/or attach certified copies and other required documentation will lead to immediate disqualification.
- Original certified copies (not older than 6 months) of proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening (practical assessments) who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- Further details are obtainable from Ms N De Wet or Ms F Mpondo/C Daniels at telephone number (044) - 6065000.
- If applicants are not contacted within 3 months of the closing date, it can be accepted that they were not successful.
- **The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons and therefore encourage persons from these groups to apply.**
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the Municipality to, and accepted by, the applicant.***

MR. C PUREN
MUNICIPAL MANAGER

MOSSELBAAI MUNISIPALITEIT

Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelyke indiensneming nooi persone om vir die ondergemelde vakature aansoek te doen

INTERNSKAPPROGRAM:FINANSIËLE DIENSTE

MOSSELBAAI

(AANSOEKERS WOONAGTIG BINNE DIE MOSSELBAAI MUNISIPALE GRENSE MAG VOORKEUR GENIET SLEGS HARDEKOPIË AANSOEKE SAL AANVAAR WORD)

(KONTRAKTUELE AANSTELLINGS: 12 MAANDE MET 'N OPSIE OM DIE TYDPERK VIR 'N VERDERE 12 MAANDE TE VERLENG)

Die Munisipaliteit neem deel in die Munisipale Finansiëlebestuursinternskapprogram (MFBIP) waaraan die Nasionale Regering deelname het om die Munisipaliteit se kapasiteit op te bou om Finansiëlebestuursverantwoordelikhede te lower.

Dit sal van die Intern vereis word om 'n Internskapoooreenkoms te onderteken, tesame met 'n indiensnemingskontrak, om hulself te verbind tot volle deelname in die opleiding en werksplek opdragte in ooreenstemming met neergelegde beleide en prosedures. Interns sal onderworpe wees aan die Munisipale Dissiplinêre Kode.

INTERNSKAP OORSIG

Die MFBIP is 'n gestruktureerde professionele opleidings- en werksondervindingsprogram met die doel om hoë kwaliteit opleiding en praktiese blootstelling in alle aspekte van 'n Munisipale Begroting en Tesouriekantoor wat deur die Munisipale Finansiële Bestuurswet, Wet 56 van 2003 en die onderliggende hervormings te voorsien.

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Geldige Kode B bestuurderslisensie (handrat voertuig)
- Volttooide drie-jaar Baccalaureusgraad of Nasionale Diploma (NKR Vlak 6) met hoofkonsentrasies in Ekonomie, Rekeningkunde of Finansies, Interne Ouditering of Risikobestuur. *Nota: Moet in besit wees van 'n volttooide kwalifikasie ten tye van aansoek*
- Redelike geskrewe en mondelingse kommunikasievaardighede
- Rekenaargeletterd (MS Office toepassings)

SLEUTEL PRESTASIE AREAS

- Spesifieke studie uitkomst behaal soos uiteengesit in die Nasionale Tesourie se Finansiële Intern Vaardighede ontwikkelingsprogram
- Verkry 'n begrip van die verwante wetgewing toepaslik aan 'n Munisipaliteit
- Verkry en implementeer 'n begrip van Finansiële Regulasies voortspruitend uit die Nasionale Tesourie
- Voer pligte uit, berei voor en implementeer eenvormige norms en standaarde in die volgende afdelings: Inkomste, Uitgawe, Begrotingskantoor, Voorsieningskanaalbestuur en ander afdelings in die Finansiële Departement.
- Voer ander algemene kantoorpligte uit soos vereis van tyd tot tyd.

STIPEND: R100 000.00 (Alles-insluitende pakket per jaar)

SLUITINGSDATUM: 3 JANUARIE 2025
(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale webtuiste (www.mosselbay.gov.za) of elektronies beskikbaar by die kontakpersone hieronder genoem.
- **Skriftelike aansoeke op die amptelike aansoekvorm en tesame met 'n omvattende CV**, wat as konfidensieel beskou sal word, kan per hand afgelewer word aan die Mosselbaai Munisipaliteit MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne geadverteerde poste en/of plaaslik (binne die grense van die Mosselbaai Munisipaliteit), sal slegs harde kopie aansoeke aanvaar word.** Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF dokument) mag per e-pos gestuur

word aan admin@mosselbay.gov.za. Hierdie voorwaardes is verpligtend en versuim om te voldoen sal **outomaties tot diskwalifikasie van die aansoeker lei**.

- Neem kennis dat die relevante amptelike aansoekvorm volledig voltooi moet word. Versuim om die volledig voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie in te dien sal tot onmiddellike diskwalifikasie lei.
- Oorspronklike gesertifiseerde afskrifte (nie ouer as 6 maande nie) of bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir vooraf-keuring kwalifiseer mag onderwerp word aan en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wat vir vooraf-keuring kwalifiseer (praktiese assessering) wie elektronies aansoek gedoen het, moet die **oorspronklike** gesertifiseerde kopië van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Verdere besonderhede is beskikbaar van Me N De Wet of Me F Mpondo/C Daniels by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 3 maande van die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- **Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die Wet op Gelyke Indiensneming, No. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en moedig daarvan persone van hierdie groepe aan om aansoek te doen.**
- ***Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.***

MNR C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASE MOSSEL BHAYI

UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana, umema abantu ukuba benze izicelo zesi sithuba sichazwe apha ngezantsi.

INKQUBO YOKUQEQESHELWA UMSEBENZI: IINKONZO ZEZIMALI E-MOSSEL BHAYI

**(ABENZI-ZICELO ABAHLALA PAHAKTHI KWEMIDA KAMASIPALA WASA MOSSEL BHAYI BAYA
KUQWALASELWA KUQALA)**

KUYAKWAMELWA KUPHELA IZICELO EZINGENISWE NGESANDLA

(INGQESHO YESIVUMELWANO SEXESHANA: IINYANGA EZILI-12 NEZINOKWANDISELWA ESINYE ISITHUBA SEZINYE IINGANGA EZILI-12)

UMasipala uthabatha inxaxheba kwiNkqubo yoQeqesho olungqamene noLawulo lweziMali zikaMasipala (MFMIP) kunye noRhulumente weSizwe kwaye uzibophelele ekwakheni ubuganga bukamasipala ekuphonyezweni koxanduva lolawulo lwezimali.

Umqeqeshwa kufuneka atyikitye Isivumelwano soQeqesho, ngaphezu kwesivumelwano sengqesho, ezibophelela ekuthabatheni inxaxheba ngokupheleleyo kwimisebenzi yemfundo kunye neyomsebenzi ngokungqamene nemigaqo-nkqubo emiselweyo kunye neenkqubo. Abaqeqeshwa baya kuba phantsi koMgaqo Wokuziphatha kaMasipala.

INKANGELEKO/ISIMO SOKUQEQESHELWA UMSEBENZI

Le nkqubo luqeqesho olumiselwe kugqibelelo kwakunye namava omsebenzi ngenjongo yokubonelela ngoqeqesho olusemgangathweni kwanokuphuhlisa kuwo onke amaqanaba e-ofisi yoHlahlo-Lwabiwo-Mali kunye nekaNondyebo kaMasipala nelawulwa nguMthetho oLawulo Izimali zooMasipala, uMthetho 56 ka 2003 kwakunye neenguqu eziphantsi kwawo.

IIMFUNO

(Ubungqina obuchaphazelekayo / amaxwebhu achaphazelekayo kufuneka ahambe nesicelo sakho)

- limpepha-mvume zokuqhuba zeSigaba B (kwisithuthi esitshintshwa igiya)
- Ube ugqibe isiDanga seminyaka emi-3 okanye iDiploma yeSizwe (NQF iSigaba 6) ube ugxile kwizifundo zoQoqosho, Ezokugcina iincwadi zeMali okanye Izimali, Uphicotho-Zincwadi lwangaphakathi okanye uLawulo loMngcipheko: Qwalasela: *Kufuneka ube unesi siqu semfundo esele sigqityiwe ngexesha lokwenza isicelo.*
- Ube unezakhono ezingcono zokubhala nokuthetha kunxibelelwano
- Ube unolwazi ngeNgqondo-mtshini (iKhompyutha) [linkqubo zika MS Office]

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ube uzalisekisa iziphumo ezithile zemfundo njengokuba zicacisiwe kwiNkqubo yeSizwe kuNondyebo ngokungqamene nokuPhuhliswa kweZakhono zaBaqeqeshwa
- Ube unolwazi lomthetho ochaphazelekayo nochaphazela umasipala
- Ube ufumene kwaye unengqiqo ngemigaqo yezimali eziphuma kuNondyebo weSizwe
- Ukwenza imisebenzi, ukulungisa kwanokufezekisa imigangatho neenkqubo kula macandelo alandelayo:
- Ingeniso, Inkcitho, I-Ofisi yoHlahlo-Lwabiwo-Mali, uLawulo lweKhonkco loBonelelo kunye namanye amacandelo kwiCandelo leziMali.
- Ukwenza eminye imisebenzi gabalala ye-ofisi njengokuba uyakucela ngamaxesha athile.

ISIBONELELO SENTLAWULO: R100 000.00 (kubandakanya konke ngonyaka)

UMHLA WOKUVALA: 3 JANUARY 2025
(Izicelo ezifunyenwe emva ko 13h00 aziyi kwamkelwa)

GABALALA:

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha (www.mosselbay.gov.za) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi'
- **Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhathiswa yiCV, neyakuthatyathwa njengeyimfihlo, zingangeniswa ngesandla kwicandelo leNgqesho likaMasipala (HR) (kwisakhiwo esidala seSitishi Sombane, eSantos Beach, eMossel Bhayi). Kwizicelo ezipapashwe ngaphakathi okanye kwalapha ekuhlaleni (phakathi kwemida kaMasipala wase Mossel Bhayi), kuphela zizicelo ezingeniswe ngesandla eziyakwamkwelwa. Izicelo ezenziwe ngoBuchwepheshe ezikhatshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: admin@mosselbay.gov.za. Le miqathango isisinyanzelo kwaye ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.**
- Qwalasela ukuba le fomu isesikweni kufuneka igcwaliswe ngokupheleleyo. Ukungangenisi le fomu ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiwe) okanye ubungqina bezique zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abagqatswa abathe baphumelela ukuba benziwe uvavanyo (uvavanyo lwezandla) abathe benza izicelo ngobuchwepheshe kufuneka bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqu zemfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSZ F Mpondo/C Daniels kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhange baqhagamshelwe kwisithuba esiphakathi kweenyanga ezi-3 ukusukela kumhla wokuvala, bangathabatha ukuba izicelo zabo aziphumelelanga.
- **UMasipala wase Mossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho Ngokulinganayo, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelekile kunye nabakhubazekileyo ikhaye ke ngoko bakhuthaze abantu abasuka kula maqela ukuba bafake izicelo.**
- ***Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.***

MNU C PUREN

UMPHATHI KAMASIPALA