



BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply.

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: FINANCIAL SERVICES (Based in Piketberg)

INTERNSHIP: FINANCIAL SERVICES (PIKETBERG X4)

National Treasury has set up a financial internship programme to manage capacity building in municipalities. Interns will undergo practical experience and further training in strategic reforms in municipal finance. This appointment will be valid for twenty four (24) months with a possible extension of a further year.

Requirements: A three (3) - year Bachelor's Degree / National Diploma (NQF6) with majors in Accounting, Economics, Finance, Risk Management, Office Management/Technology and/or Supply Chain Management · Code B driver's licence · Computer Literacy (MS Office Applications) · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa – Speak, Read and Write) · Good human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Accountancy and numeracy skills · Report Writing skills · Basic knowledge of monthly reconciliations and internal audit processes.

Key Performance Areas: Assisting in the implementation of accepted municipal accounting practice and budgetary reforms · Training in the key performance areas of Internal Audit · Reconciliations and financial analysis · Electronic collection of financial data · Supply Chain Management processes.

Salary:	R 100 000.00 per annum Stipend (as set out in the National Treasury Guidelines for the Implementation of (MFMIIP)
Date of acceptance:	01 October 2021 or as soon as possible
Enquiries:	Ms N Bothma at 022 913 6000

GENERAL:

1. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
2. The Municipality is not bound to make any appointment.
3. All applicants will be subjected to police clearance with the consent of the applicant.
4. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
5. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
6. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
7. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
8. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.
9. The municipality respects the conditions of the Protection Of Personal Information Act. By submitting your information and application you confirms that the information you have provide to us is true, up to date and correct.
10. Preference will be given to internal and local candidates within in the Bergrivier Municipal Area.

A covering letter with atleast two contactable references (manager, subordinates or peers) must accompany the completed prescribed application form (available on request at Tel. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification, certificates, ID document, and a Curriculum Vitae (Maximum of 3 pages), (only one per application form), to reach the **Municipal offices, Piketberg** or mailed to **P.O. Box 60, Piketberg 7320** for the attention of **Ms. W Terry Thomas (Human Resources Officer: Provision and Administration)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 20 AUGUST 2021 AT 14:30

**ADV H LINDE
MUNICIPAL MANAGER**

MN 170/2021

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**