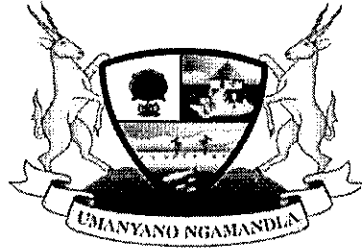


# Mbizana Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
lmahlaka@mbizana.org.za

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## EXTERNAL ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

1. **POST : FINANCE INTERNS X2**  
**DEPARTMENT : BUDGET & TREASURY OFFICE**  
**CONTRACT : 2 YEAR FIXED CONTRACT**  
**REMUNERATION : R 100 000.00 PER ANNUM**

### REQUIREMENTS

- ✓ National Senior Certificate or Grade 12;
- ✓ Belong to a previously disadvantaged group or background;
- ✓ Must be between the ages of 21 and 35;
- ✓ Possess a three (3) year Bachelor's Degree or National Diploma with majors in Accounting or Finance, Internal Auditing or Risk Management and Economics;
- ✓ Must be computer literate with the knowledge of MS Office Software Package (MS Word, Excel and PowerPoint);
- ✓ Ability to speak at least two languages spoken within the Council's area of jurisdiction and
- ✓ Preference will be given to those applicants coming from the Mbizana area of jurisdiction.

### KEY PERFORMANCE AREAS

- ✓ Work for the Municipality as part of the learning process;
- ✓ Be available for and participate in all learning and work experience required by the internship;
- ✓ Comply with the workplace policies and procedures of Municipality;
- ✓ Complete any daily logs or any written assessment tools supplied by the Municipality to record relevant workplace experience;
- ✓ Attend all study periods and theoretical learning sessions with the education and training provider and undertake all learning conscientiously and

- ✓ Complete and maintain a professional portfolio of evidence in accordance with the Guidelines.

A covering letter clearly stating the position you are applying for, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours. For more information please contact: Ms. N. Mshweshwe on 039-251 0230 during office hours. Closing date: ~~04/11/2020~~ 04/11/2020 @ 12pm.

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

**No faxed or emailed applications will be accepted**, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr. L. Mahlaka  
Municipal Manager