

# éDumbe Municipality

10 Hoog Street  
Private Bag X308  
PAULPIETERSBURG 3180



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Fax : (034) 995 1192  
edumbekz261@mweb.co.za

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

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Date: 20 March 2025

*éDumbe Local Municipality invites suitably qualified candidates to apply for the below positions. Women and people with disabilities will be given preference in accordance with Employment Equity Act.*

## **LOCAL ADVERT**

**POST: FINANCIAL INTERNSHIP X5**

**DEPT: FINANCE**

**REF NO: EDUMP-07/2024/25**

**DURATION: 2 YEARS CONTRACT**

**REMUNERATION IS R115 000, 00 PER ANNUM ALL INCLUSIVE**

### **MINIMUM REQUIREMENTS**

1. Grade 12 with Accountancy
2. Must be in a possession a National Certificate in Accounting, 3-year B Comm. /Degree/ National Diploma - 3 years relevant qualification in Financial Management NQFL6
3. Must be computer literature with good communication and analytical skills
4. Unemployed graduates between the age of 18 and 35 years
5. No experience required
6. The interns will work closely and under supervision of Chief Financial Officer
7. Preference will be given to local community

### **KEY RESPONSIBILITIES**

The incumbents will be responsible for the following duties:

- Implementing, GAMAP/GRAP and Budget Returns management
- VAT management
- Prepare of monthly and annual financial statements
- Financial and performance reporting

- Change Risks and Project Management
- Expenditure and Revenue Management
- Supply chain / Procurement Management
- Implementation and compliance with MFMA and other relevant legislation
- Development and implementation of Finance/Budget policies
- Perform any other duties as directed by Superior

éDumbe Municipality is committed to Employment Equity, therefore, in these appointments; such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates. If you have not heard from us within (one) 1 month of the closing date, please regard your application as unsuccessful. The council nevertheless appreciates the interest shown by applicant.

The applications accompanied by éDumbe Municipality Application form (to be obtained on the Municipal website), Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, must be addressed to the:

Acting: Municipal Manager  
éDumbe Municipality  
Private Bag x 308  
Paulpietersburg  
3180

or Hand delivered at the Municipal Building No: 10 Hoog Street, Paulpietersburg. Failure to attach all required documents will disqualify your application. Faxed, Z83 form and e-mailed applications will not be accepted. If you have not been contacted after 30 days of closing date of advertisement, please accept that your application was unsuccessful. The Municipality reserves the right not to appoint.

**CLOSING DATE for applications: 09 April 2025**

Enquiries with regards to this post may be directed to (Human Resource Section) on 034- 995 1650 /1651 during office hours. No late applications will be considered.

**éDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people** ♿



**Mr M.S. Khanyile**  
**ACTING: MUNICIPAL MANAGER**