

MOSSEL BAY MUNICIPALITY
Mossel Bay Municipality, an employer committed to equal employment invites
persons to apply for the under mentioned vacancy

FINANCIAL INTERNSHIPS

(APPLICANTS RESIDING IN THE WESTERN CAPE WILL BE GIVEN PREFERENCE)

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

The Municipality is participating in the internship Programme which National Government has embarked upon to address the financial skills shortage in Local Government by providing recently qualified Economic, Public Finance and Accounting graduates with the opportunity to acquire skills. The candidates must have a driver license for a manual vehicle.

The interns will sign an Internship Agreement in addition to the employment contract. The agreement is to ensure commitment to the Programme, which requires, amongst others, full participation in the educational and workplace assignments and observance of policies and procedures. Reasonable written and verbal communication skills and computer literacy are further requirements. Interns will be subjected to the Municipal Disciplinary Code.

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 implementing 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.

SALARY SCALE: R100 000.00 (inclusive package per annum)

CLOSING DATE: 18 MAY 2018
(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test.
- ***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***
- Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- Application forms are available on the Municipal web-site (www.mosselbay.gov.za) or electronically available from the contact person mentioned hereunder. Original Certified copies of proof of qualifications should accompany the CV.
- **Electronic applications may be e-mailed to admin@mosselbay.gov.za**
- For equity purposes please indicate your race, gender and disability status.
- Further details are obtainable from Ms C Wagenaar or Ms L de Vos at telephone number (044) – 6065000.
- If applicants are not contacted within 40 days 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.

ADV. MG GILIOME
MUNICIPAL MANAGER

**Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheids indiensneming
nooi persone om aansoek te doen vir die ondergemelde vakante pos.**

FINANSIËLE INTERNSKAPPE

AANSOEKERS WOONAGTIG IN DIE WES-KAAP SAL VOORKEUR GENIET)

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

Die Munisipaliteit neem deel aan die internskap Program wat deur die Nasionale Regering onderneem is om die finansiële bekwaamheid tekort in Plaaslike Regering aan te spreek deur onlangse gekwalifiseerde Ekonomiese, Openbare Finansiële en Rekenkundige gegradueerdes die geleentheid te bied om 'n kwalifikasie te bekom. Die kandidaat moet 'n bestuurderslisensie hê om 'n handrat voertuig te bestuur.

Die interns sal 'n Internskap Ooreenkoms tesame met die indiensnemingskontrak teken. Die ooreenkoms is om verbintenis tot die Program te verseker, wat onder andere volle deelname in die opvoedkundige en werksplek opdragte en oorsig van beleide en prosedures vereis. Redelike geskrewe en mondelingse kommunikasie bedrewenheid en rekenaargeletterdheid is verdere vereistes. Interns sal aan die Munisipale Dissiplinêre Kode onderworpe wees.

SLEUTEL PRESTASIE AREAS

- Voldoen aan spesifieke vaardigheidsuitkomste soos uiteengesit in die Nasionale Tesourie se Finansiële Intern vaardigheidsontwikkelings Program.
- Opleiding rondom die relevante wetgewing van toepassing op 'n munisipaliteit.
- Opleiding rondom finansiële regulasies voortspruitend uit die Nasionale Tesourie en implementering daarvan
- Uitvoer van pligte, voorbereiding en implementering van eenvormige norme en standaarde in die volgende afdelings: Inkomste, Uitgawes, Begrotings Kantoor, Voorsieningskanaal Bestuur en ander afdelings binne die finansiële departement
- Uitvoer van ander algemene kantoorpligte soos redelikerwys van tyd tot tyd versoek.

SALARIS SKAAL: R100 000.00 (ingeslote pakket per jaar)

**SLUITINGS DATUM: 18 MEI 2018
(Geen aansoeke ontvang na 13:00 sal aanvaar word nie)**

ALGEMEEN:

- Kandidate op die kortlys sal onderwerp word aan en verplig wees om 'n teoretiese- en praktiese toets af te lê.
- ***Ondanks enige vertoë tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod gemaak is deur die munisipaliteit aan, en deur die aansoeker aanvaar is nie.***
- Skriftelike aansoeke op die amptelike aansoekvorm moet vergesel word van 'n omvattende CV, wat as vertroulik beskou sal word, en moet gerig word aan: Die Senior Betuurder Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Hierdie vereistes is verpligtend en indien dit nagelaat word sal die aansoek onmiddellik gediskwalifiseer word.
- Aansoekvorms is beskikbaar op die Munisipale webwerf (www.mosselbay.gov.za), of elektronies beskikbaar by die kontakpersone wat hieronder genoem word. Oorspronklik gesertifiseerde afskrifte ter staving van kwalifikasies moet die CV vergesel.
- **Elektroniese aansoeke kan per e-pos gestuur word aan admin@mosselbay.gov.za**
- Vir gelykheidsdoeleindes moet u geslag, ras en ongeskiktheid status aangedui word.
- Verdere besonderhede is verkrygbaar by Me C Wagenaar en Me L de Vos by telefoonnommer (044) - 6065000.
- Indien applikante nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat hulle nie suksesvol was nie.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Gelyke Indiensneming, Wet 55 van 1998, ter bevordering van voorheen benadeelde en gestremde persone.

UMASIPALA WASEMOSSEL BHAYI
UMasipala waseMossel Bhayi,umqeshi ozibophelele kwingqesho elinganayo
umema abantu ukuba benze izicelo zesi sithuba sichazwe ngezantsi.

ABAEQESHWA KWIZIMALI[ABAHLOWULWAYO]
(ABENZI-ZICELO ABAHLALA ENTSHONA-KOLONI BAYA KUQWALASELWA KUQALA)

(IINGQESHO ZESIVUMELWANO ZEXESHANA: IINYANGA EZILI-12
NEZINOKWANDISELWA ESINYE ISITHUBA SEENYANGA EZILI-12)

UMasipala uthabatha inxaxheba kwiNkqubo yeNgqesho-Qeqesho nemiselwe nguRhulumente weSizwe ekuqwalaseleni ukusilela kwezakhono zokusebenza ngemali kooRhulumente baseMakhaya ngokubonelela abo basandula ukuphumelela kwizifundo zoQoqosho, limali zikaRhulumente kunye nezoCalulo-Mali ngenjongo yokuba bafumane izakhono ezifanelekileyo. Abagqatswa kumele ukuba babenempempha – mvume zokuqhuba imoto

Aba baQeqeshwa baya kutyikitya isiVumelwano seNgqesho-Qeqesho ngaphezu kwesivumelwano eso sengqesho. Isivumelwano esi kukuqinisekisa ukuzinikela kule Nkqubo, nefuna phakathi kwezinye izinto; ukuthabatha inxaxheba ngokupheleleyo kwimisebenzi eya kunikezelwa ngokwemfundo kwakunye nomsebenzi kwanokuqwalaselwa kwemigaqo-nkqubo kunye neenkqubo. Izakhono ezifanelekileyo zokubhala nokunxibelelana ngentetho kwakunye nolwazi ngekhompyutha zezinye zeemfuno. Aba baqeshwa boqeqesho baya kuba phantsi koMgaqo kaMasipala woLuleko

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuzalisekisa iziphumo ezithile zokufunda njengokuba zichaziwe kwiNkqubo kaNondyabo weSizwe kuPhuhliso lweZakhono.
- Ukufumana ulwazi oluchaphazelekayo malunga nomthetho ochaphazelekayo kaMasipala.
- Ukufumana nokusebenzisa ulwazi lwemigaqo yezimali ephuma kuNondyabo weSizwe.
- Ukwenza imisebenzi, ukulungisa nokufezekisa izimiselo nemigangatho kula macandelo alandelayo : Ingeniso, Inkcitho, iOfisi yoHlahlo-Lwabiwo-Mali, uLawulo lweKhonkco loBonelelo, kunye namanye amacandelo kwisebe lwenkonzo zemali
- Ukwenza eminye imisebenzi ye-ofisi jikelele njengokuba kuya kuba yimfuneko amaxesha ngamaxesha.

UMLINGANISELO WOMVUZO: R100 000.00 (kubandakanya wonke umvuzo wonyaka)

UMHLA WOKUVALA : 18 MEYI 2016
(Izicelo ezifunyenwe emva kwentsimbi ye13:00 aziyi kuqwalaselwa).

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane bayakuindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo. ***Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siya kusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhathshwa yi-CV egqibeleleyo, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500. Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho. Iifomu zezicelo ziyafumaneka kwi-website

kamasipala(www.mosselbay.gov.za)okanye ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nomntu ochazwe apha ngezantsi. **Izicelo zisenokungeniswa nge-imeyile kule dilesi admin@mosselbay.gov.za .**

- likopi zeziqinisekiso zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko.
- Iingombolo ezithe vetshe ungazifumana kuNkszn C Wagenaar okanye uNkszn L de Vos kule nombolo yomnxeba(044)606 5000.
- Ukuba isicelo sakho uwufumananga mepndulo ngazo zisithuba seentsuku ezingama-40, ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele kwingqesho ngokulingana kwaneemfuno zoMthetho weNqesho ngokulingana, Nombolo 55 ka 1998, kwabo bebekade behlelekile ngaphambili kunye nabakhubazekileyo.

**GQWETHA MG GILIOMEE
UMPHATHI KAMASIPALA**