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 vacancies and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: FINANCIAL SERVICES

(Piketberg, unless stated otherwise)

RE-ADVERTISEMENT

1. FINANCIAL MANAGEMENT INTERN: FINANCIAL x2 / INTERNAL AUDIT x1 (PIKETBERG)

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 one year with a possible extension of a further year.

Requirements: A three-year Bachelor's Degree / National Diploma with major concentrations in Economics, Accounting or Finance, Internal Auditing or Risk Management · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Speak, Read and Write) · Computer literacy (MS Office applications) · High level of responsibility and ability to give attention to detail · Accountancy and numeracy skills · Report writing skills · Basic knowledge of monthly reconciliations · Knowledge and or experience with regards to Internal Audit processes · Good communication skills

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 · Internal Audit

Stipend: R 100 000.00 annually – Total Cost to Company (as set out in the National Treasury Guidelines for the Implementation of MFMIP)

Date of acceptance: 01 February 2017 or as soon as possible

Enquiries: Ms J Erasmus / Mr G Golitah 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 concent 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.

A covering letter with three contactable references, 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 and a Curriculum Vitae, to reach the **Municipal offices, Piketberg or mailed to P.O. Box 60, Piketberg 7320 for the attention of Ms AG Louw (Manager: Human Resources)** by no later than the closing date. **No faxes or electronic mail will be accepted**.

CLOSING DATE: 15:30 ON FRIDAY, 02 DECEMBER 2016

ADV H LINDE
MUNICIPAL MANAGER

MN210-2016

13 CHURCH STREET
P O BOX 60
PIKETBERG
7320

BERGRIVIER MUNISIPALITEIT

Bergrivier Munisipaliteit verseker die welstand van alle gemeenskappe in sy gebied deur ekonomiese groei, sosiale welstand, gemeenskapsbetrokkenheid en effektiewe bestuur binne 'n veilige en gesonde omgewing. Vroue en persone met gestremdhede word aangemoedig om aansoek te doen.

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 1 uur vanaf Kaapstad, beskik tans oor die volgende vakatures en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

DIREKTORAAT: FINANSIËLE DIENSTE
(Standplaas Piketberg, tensy anders gemeld)

HERADVERTERING

1. FINANSIËLE BESTUUR INTERN: FINANSIEEL x2 / INTERNE OUDIT x1 (PIKETBERG)

Nasionale Tesourie het 'n finansiële internskap program saamgestel om kapasiteitsbou in munisipaliteite te bestuur. Interns sal praktiese ervaring en verdere opleiding in strategiese hervormings in munisipale finansies ondergaan . Hierdie aanstelling sal vir een jaar geldig wees met 'n moontlike verlenging van nog 'n jaar.

Vereistes: 'n Drie-jaar Baccalaureusgraad / Nasionale Diploma met Ekonomie, Rekeningkunde of Finansies, Interne Ouditkunde of Risikobestuur as hoofvakke · Bevoegdheid in ten minste twee van die amptelike tale van die Wes-Kaap (Afrikaans/Engels/Xhosa - Skryf, lees en praat) · Rekenaargeletterd (MS Office Pakket) · Hoë vlak van verantwoordelikheid en die vermoë om op fynere besonderhede te · Rekenkundige en syfervaardighede · Verslagskrywing vaardighede · Basiese kennis van maandelikse rekonsiliasies · Kennis en / of ondervinding met betrekking tot Interne Oudit prosesse · Goeie kommunikasie vaardighede

Sleutel prestasie areas: Assisteer met die implementering van aanvaarde munisipale rekeningkundige praktyk en begrotingshervorming · Opleiding in die sleutelprestasie areas van Intern Oudit · Rekonsiliasies en finansiële ontleding · Elektroniese versameling van finansiële data · Interne Oudit

Salaris:	R 100 000.00 per jaar – Totale Vergoedingspakket (soos uiteengesit in die Nasionale Tesourie Riglyne vir die Implementering van MFMIP)
Diensaanvaarding:	01 Februarie 2017 of so spoedig moontlik
Navrae:	Me J Erasmus / Mnr G Goliath by (022) 913 6000

ALGEMEEN:

9. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
10. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
11. Alle aanstellings is onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
12. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
13. Slegs aansoekers op die kortlys vir onderhoude sal gekontak word. Indien 'n aansoeker binne 6 weke na die sluitingsdatum nog geen terugvoering ontvang het nie, moet aanvaar word dat die aansoek onsuksesvol was.
14. Gunswerwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeellid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
15. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbekleërs verwag word om oortyd- en bystanddiens te verrig, asook om van tyd tot tyd in ander dele van die munisipale gebied diens te lewer, soos vereis.
16. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsklaring, en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringsproses te deurloop, en waar van toepassing, 'n vaktoets af te lê.

'n Dekbrief met vermelding van ten minste drie kontakbare verwysings, vergesel van die voltooide voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by www.bergmun.org.za),'n Curriculum Vitae (maksimum 3 bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate, identiteitsdokument en bestuurderslisensie **(slegs een pos per aansoekvorm)** moet by die **Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Me AG Louw (Bestuurder: Menslike Hulpbrondienste)**, om haar te bereik nie later nie as die sluitingsdatum. **Geen fakse of elektroniese pos sal aanvaar word nie.**

SLUITINGSDATUM VIR ALLE AANSOEKE: VRYDAG, 02 DESEMBER 2016 OM 15:30

ADV. H LINDE
MUNISIPALE BESTUURDER

MK210-2016

KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320