

BITOU LOCAL MUNICIPALITY



The Bitou Local Municipality encompasses the towns Plettenberg Bay, Keurboomstrand, Kurland, Natures Valley, Wittedrift, Harkerville, Green Valley, New Horizons, Kwanokuthula and Kranshoek and is situated in the Western Cape Province. The Municipality's vision is "To be the best together". The Municipality strives to provide the best possible services and facilities to its residents, the business community, industries and the hospitality and tourism sector.

Candidates who have the minimum requirements, the necessary integrity and an excellent track record can apply for contractual position as:

NOTICE 136 of 2024
BUDGET AND TREASURY OFFICE:
MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME
FINANCIAL INTERN x2
(Two year contract position with an option to extend for further twelve months)

REQUIREMENTS/QUALIFICATIONS: * Applicants must be in possession of a three-year B. Com Degree/ National Diploma in the following fields:

Financial Management/ Economics/Accounting and Financial Information Systems including either Risk Management and/or Auditing.

No experience is required. The intern will work closely with the Manager: Budget & Reporting Treasury as their mentor. The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the program which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures.

The candidate must be between the ages of 21 and 35.

Internship Overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends with a qualification in Municipal Finance Management in line with the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007.

KEY PERFORMANCE AREAS INCLUDE:

- Implementation of GRAP and Budget Reforms
- Financial and Performance reporting
- Change, Risk and Project Management
- Expenditure and Revenue Management, Supply Chain/Procurement Management
- Communication and Implementation of the Municipal Finance Management Act
- Asset Management
- Risk Management/Internal Auditing
- IT and Governance

Work related enquiries can be directed to Mr. C Payle; cpayle@plett.gov.za or on tell: 044 501 3000.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit and criminal records may be verified. Candidates that are invited for screening will be responsible for their own travel and accommodation costs. Such costs may be claimed back if such claims are made according to Council's Policy.

REMUNERATION: An all-inclusive salary Package of R 100 000.00 per annum.

Applications forms are available on the Bitou website (www.bitou.gov.za); A detailed CV of no more than five pages plus original certified copies of qualifications must be attached to the application form and must be posted /hand delivered to the Human Resources Section, Bitou Municipality, Private Bag X1002; Plettenberg Bay; 6600.

For any other enquiries you can contact Ms. L Clark or Mr. J Abroue on telephone no: 044 501 3418.

The requirements of the Employment Equity Act apply for this position, but will not be the only criterion applied. Appointment is subject to the conditions of service of Local Authorities.

Please take note:

1. **ONLY** hard-copy applications will be considered. No electronic or faxed applications will be accepted.
2. **Late applications** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
3. Short listed candidates will be required to produce original copies of academic qualifications on the day of the interview
4. **Preference will be given to applicants who matriculated in Bitou high schools.**

Bitou Municipality subscribes to and applies the principles of the Employment Equity Act. *Females, Youth and Disabled persons are encouraged to apply.*

DR. R LINKS

ACTING MUNICIPAL MANAGER

CLOSING DATE: 21 May 2024 @14h00

Correspondence will be limited to shortlisted candidates only, if you do not receive a response within 12 weeks from the closing date, please accept that your application was unsuccessful. Bitou reserves the right not to fill the vacancy.