



REQUEST FOR EXPRESSION OF INTEREST FROM CANDIDATES TO PARTICIPATE IN THE MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME FOR A CONTRACT PERIOD OF 36 MONTHS: 1 APRIL 2024 TO 31 MARCH 2027 (4 POSTS AVAILABLE)

**DEPARTMENT: GROUP FINANCIAL SERVICES
DIVISION: OFFICE OF THE CHIEF FINANCIAL OFFICER**

POSITION: MUNICIPAL FINANCE MANAGEMENT INTERN (4 POSTS)

LOCATION: Candidates will be stationed at Tshwane House, Pretoria CBD

QUALIFYING CRITERIA

- Must have completed at least an appropriate three-year bachelor's degree or national diploma with majors in Accounting, Economics, Finance, Risk Management and/or Auditing
- Must be a resident of the Tshwane area (proof of residence will be required)
- Must be between the ages of 21 and 35 years

Note: Qualifications will be vetted and screening will be done prior to offer of employment.

INTERNSHIP OVERVIEW

The Municipal Finance Management Internship Programme 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 Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired at university. 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*.

REMUNERATION

R11 000,00 per month

Interns will be contracted for the indicated period through a formal City of Tshwane contract. The intern will sign both an employment contract and an internship agreement. The purpose of the agreement is to ensure commitment to the programme which requires, among others, full participation in the educational and workplace assignments and observance of policies and procedures of the City of Tshwane.

HOW TO APPLY

Individuals who meet the qualifying criteria must express their interest by submitting the following documents to any of the locations noted underneath:

- Curriculum vitae (CV)
- Certified copies of identity documents and academic qualifications
- Proof of residence certified by the ward councillor concerned or a recent water and lights statement

Note: Shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview.

Please hand deliver your properly addressed CV and all relevant documents to the following location:

Group Human Capital Management (Human Resources Management)
Recruitment Walk-in Centre
Upper Ground Level
Middestad Building
252 Thabo Sehume Street
Pretoria CBD

You can also post the documents to the following address:

Group Human Capital Management (Human Resources Management)
Recruitment Walk-in Centre
PO Box 440
Pretoria
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NB: No emailed applications or late applications will be accepted.

Please accept that your application was unsuccessful if you have not been contacted within three months after the closing date of this advertisement. The City of Tshwane reserves the right not to make any appointment.

ENQUIRIES: Thabang G Moloi (012 358 8052)

CLOSING DATE: TUESDAY, 27 FEBRUARY 2024 AT 12:00

