



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

INTERNSHIP: FINANCIAL MANAGEMENT INTERN (TWO-YEAR CONTRACT) FINANCIAL SERVICES

Minimum Requirements: National Diploma or 3-year B-degree in Accounting / Finance / Internal Audit / Economics / Local Government Finance as majors • Minimum competency unit standards must be obtained within 18 months of appointment • Computer literacy pertaining to MS Office applications.

Other Requirements: Good interpersonal skills • Language proficiency in at least 2 of the 3 official languages of the Western Cape (Afrikaans, English, Xhosa) • Willingness for continuous career growth and learning.

Responsibilities/Duties: The intern must work for the Council as part of the learning process • Be available for and participate in all learning and work experience required by the internship • Comply with the workplace policies and procedures of the council • Complete any daily logs or any written assessment tools supplied by council to record relevant workplace experience • Attend all study period and theoretical learning sessions, also after hours (evening and /Saturdays) with the education and training provider, undertake all learning conscientiously and maintain professional portfolio of evidence in accordance with the guidelines • Complete and maintain a professional portfolio of evidence in accordance with the Guidelines.

Preferences: Be between ages of 18 and 35 • Applicants residing within the Stellenbosch Municipal Area. **(Please provide proof of address)**

Job related enquiries: Ms. Prudence Pienaar 021 808 8542

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 or Ms. Evan Williams 021 808 8059

Stipend: R 9 000.00 per month

Applications, clearly marked and accompanied by an application form, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: financejobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted. Application forms can be found on the Stellenbosch Municipal website <https://stellenbosch.gov.za>

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Closing date: 17 February 2025



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za The Council reserves the right not to make an appointment and to add/amend/change the salary package.
