

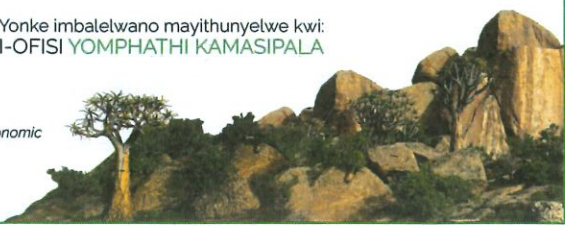


Nama Khoi Local Municipality

Posbus / P. O. Box 17
 Privaatsak / Private Bag X22
 SPRINGBOK, 8240
 TEL: 027 718 8100
 FAX: 027 712 1635
 EMAIL: info@namakhoi.gov.za
 WEB: <https://www.namakhoi.gov.za/>

VISION: *Building tomorrow, today.*
 MISSION: *To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.*

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addresses to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwi: I-OFISI YOMPHATHI KAMASIPALA



The Nama Khoi Local Municipality invites suitable qualified candidates to apply for the following positions.

EXTERNAL ADVERTISEMENT

VACANCY	2x FINANCE/ TREASURY INTERNS
Ref. Nr	43/2025

The following vacancy on the Municipality's staff establishment is available for dynamic and suitably qualified persons.:

Job Title	Salary	Department	Location	Term
2x Finance/ Treasury Interns	R100 000.00 p.a	Financial Services	Springbok	36 Months

Details of the vacancy:

MINIMUM REQUIREMENTS

- **Qualification:** A three (3) year Bachelors' Degree / National Diploma in Accounting, Economics, Finance, Internal Auditing and/or Risk Management · Computer literacy (MS Office Suite) · A Code B driver's licence will be an advantage.
- **Skills:** Good interpersonal relations, interpersonal and communication skills · Ability to focus on finer details · High level of responsibility · Numerical and quantitative skills · Reporting skills.
- **Knowledge and Scope of work:** Good understanding of MFM Act and finance related legislation. Basic knowledge of monthly reconciliations and experience related to financial and supply chain processes.

Responsibilities: Training and work in all Internal Audit activities. Complete the MFMA interactive DVD learning Programme within the stipulated period. • Assist in budget planning and Investment Management • Assist in Financial Reporting and Asset Management • Assist in Supply Chain Management, Revenue and Expenditure Unit. • Assist with the preparation of monthly and yearly financial statements. • Assist in preparation of Budgets and Service Delivery Plans • Assist in monitoring Income and Expenditure monthly. • Assist in analysing reconciliations and finance • Assist in compiling the information for annual budget • Perform any other duty as may be assigned by competent authority.

HOW TO APPLY FOR A VACANCY AT NAMA KHOI MUNICIPALITY

- All applications must be submitted on the official *Nama Khoi Local Municipality Application Form*, available at all municipal offices and on the municipal website at: www.namakhoi.gov.za

ALL APPLICATIONS MUST INCLUDE:

- A complete and signed **Application Form**
- A signed **NKLM Consent Form** (available with the application form)
- A **comprehensive CV**
- **Originally certified copies of your ID and academic qualifications**

COMPLETED APPLICATIONS MAY BE:

- **Hand-delivered** to any local municipal office in a sealed envelope clearly marked “**Application for Vacant Post**”, and addressed to:
The Municipal / Acting Municipal Manager
Mrs. Refilwe Sebela
P.O Box 17, Springbok, 8240, or
Emailed to: info.recruitment@namakhoi.gov.za with all required documentation attached in PDF format.
- Applicants must grant permission for the Municipality to verify qualifications and references by submitting the completed **NKLM Consent Form**.
- **Incomplete applications** (including those missing any of the required forms, documentation, or submitted after the closing date) will **not be considered**.
- Only candidates who meet the minimum qualification, experience, and competency requirements will be shortlisted.
- All advertised positions are subject to **job evaluation** and remuneration will be aligned accordingly.
- If you have not received feedback within **eight (8) weeks** after the closing date, please consider your application **unsuccessful**.
- Appointments will be made in accordance with the Municipality’s approved **Employment Equity Plan**. The Municipality reserves the right **not to fill** any advertised positions.

For further enquiries, please contact: Ms Keikanne Letsela at: hrman@namakhoi.gov.za

PLEASE BE ADVISED THAT THE CLOSING DATE FOR THE ADVERTISED VACANCIES IS THE 28 November 2025



Mrs. RPS SEBELA
ACTING MUNICIPAL MANAGER