



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

NOTICE 81/2026 – EXTERNAL VACANCY

Prince Albert Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified person with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply for the EXTERNAL vacancy.

HUMAN RESOURCES INTERN (X1) **DIRECTORATE: CORPORATE SERVICES**

MINIMUM REQUIREMENTS

- Degree or National Diploma in Human Resources related field
- Certified copy of academic records with results sheet must accompany the prescribed application form
- Computer Literacy: MS Office
- Effective communication skills in at least two of the three official languages of the Western Cape
- Candidates must be between the ages of 21 and 35
- Physical fit
- Must be a resident of the Central Karoo region.

ADDED ADVANTGE

- A valid driver's license will be an added advantage.

OVERVIEW OF INTERNSHIP PROGRAMME

The Human Resources Internship Programme at Prince Albert Municipality is a structured professional training and workplace experience programme aimed at providing high-quality training and practical exposure in all aspects of Human Resources Management within local government. The programme is designed to equip graduates with the necessary knowledge, skills, and competencies required to operate effectively in a municipal environment while supporting the municipality's strategic human capital objectives.

The internship offers practical experience in key Human Resources functions, including recruitment and selection, employee relations, performance management, training and development, labour legislation, records management, payroll support, and general HR administration. The programme also provides exposure to municipal policies, procedures, and legislative frameworks applicable to local government.

The programme follows a structured learning approach that builds on the academic knowledge and competencies acquired through tertiary studies in Human Resources Management or related fields. It is intended to enhance the graduate's professional development and improve future employability within the public sector and broader labour market.

The intern will be required to sign an employment contract as well as an internship agreement. The purpose of the agreement is to ensure commitment to the programme, including full participation in workplace assignments, training opportunities, and the study and application of relevant municipal policies, procedures, and legislation.

REMUNERATION

R 100 000.00 per annum (all inclusive).

STATUS OF POSITION

One - year fixed term contract.

CLOSING DATE

Friday 12 June 2026 at 15h00.

GENERAL

1. Application on the prescribed form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted before or on **FRIDAY 12 JUNE 2026 at 15h00** to:
MR ABRIDON SASS – HUMAN RESOURCES MANAGEMENT DEPARTMENT
1 ADDERLEY STREET
PRINCE ALBERT MUNICIPALITY – THUSONG CENTRE
PRINCE ALBERT
6930
2. Failure to adhere to the requirements as per requirement above, and/or failure to attach the necessary documentation listed at the closing date of the vacancy, will result in immediate disqualification of a candidate's application.
3. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za.
4. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

5. Queries can be directed as follow:

Job-related enquiries	Mrs. Arrelene Visagie Tel: 023 541 1036 Email: arrelene@pamun.gov.za
Human resource, recruitment and selection process enquiries	Mr. Abridon Sass Tel: 023 541 8108 Email: abridon@pamun.gov.za

6. Prince Albert Municipality is an equal opportunity employer. The Municipality reserves the right not to make an appointment. Canvassing with councillors is an offence and will result in the disqualification of an application. If no feedback is received within eight weeks of the closing date, please consider your application as unsuccessful.

7. Please note that the following will lead to disqualification:

7.1) Non-submission of copies of academic qualifications / records

7.2) Canvassing of Councillors

7.3) Submission of fraudulent qualifications and / or documents.



ADV THYS GILIOME
MUNICIPAL MANAGER

DATE: 28 MAY 2026