PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

NOTICE 145/2026 – EXTERNAL VACANCY

Prince Albert Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified persons 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 following EXTERNAL vacancy:

FINANCIAL INTERN X 1

Directorate: Financial Services
Division: Revenue Services
Post identification number: WC052- 1.2.1.1.2.2

MINIMUM REQUIREMENTS

- A three-year Bachelor's Degree or National diploma with majors in accounting, Economics, Finance, Risk Management and/or Auditing, amongst others
- Computer literacy (MS Office)
- Good Management, Human Relations, Intepersonal & Communication skills;
- Ability to give attention to detail and work under pressure;
- Effective communication skills in at least two of the three official languages of the Western Cape
- Candidates must between the ages of 21 and 35

OVERVIEW OF INTERNSHIP PROGRAMME

The municipal Finance Management Internship Programme (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 competecies 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.

The Intern will sign a contract of employment, as well as an internship agreement. The purpose of the agreement is to ensure a commitment to the program, which includes full participation in educational, workplace assignments and the study of policies and procedures.

REMUNERATION

R 108 000.00 per annum (all inclusive).

STATUS OF POSITION

Two–year fixed term contract.

CLOSING DATE

Friday 27 November 2026 at 15h00.

GENERAL

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted before or on **FRIDAY 27 NOVEMBER 2026 at 15h00.**

   MR ABRIDON SASS – HUMAN RESOURCE MANAGEMENT DEPARTMENT
   1 ADDERLEY STREET
   THUSONG CENTRE
   PRINCE ALBERT
   6930

2. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za .
3. 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.
4. Queries can be directed as follow:

Job-related enquiries	**Mr. Dean Damons** Tel: 023 541 1036 Email: dean@pamun.gov.za
Human resource, recruitment and selection process enquiries	**Mr. Abridon Sass** Tel: 023 541 1036 Email: abridon@pamun.gov.za

5. Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.
6. Please note that the following will lead to disqualification:
   6.1) Non-submission of copies of academic qualifications/records.
   6.2) Canvassing of Councillors.
   6.3) Submission of fraudulent qualifications and/ or documents.

ADV THYS GILIOMEE
MUNICIPAL MANAGER
DATE: 06 NOVEMBER 2026

APPLICATION FORM FOR EMPLOYMENT

PRINCE ALBERT LOCAL MUNICIPALITY

TO BE COMPLETED FOR ALL VACANCIES

Private Bag X53 / 33 Church Street
PRINCE ALBERT
6930

INSTRUCTIONS:

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnished additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist the municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000)

DETAILS OF THE ADVERTISED POST (AS REFLECTED ON THE ADVERT)			
Advertised post applying for			
Reference number			
Name of the Municipality			
Notice service period			
PERSONAL DETAILS			
Surname			
First Names			
ID or Passport Number			
Gender	African ☐ White ☐ Coloured ☐ Indian ☐ Other ☐		
Race	Male ☐ Female ☐		
Do you have a disability?	Yes ☐ No ☐	If "YES", please elaborate	
Are you a South African Citizen?	Yes ☐ No ☐	If not, what is your Nationality?	
		Do you have a valid Work permit?	Yes ☐ No ☐
Do you hold a professional membership with any professional body?	Yes ☐ No ☐	Name of body	
		Membership number	
		Expiry date	
Are you in possession of a valid driver's license?	Yes ☐ No ☐	If "YES", please provide license code.	

CONTACT DETAILS			
Telephone number during office hours	( )		
Mobile phone number			
Home address			
		Postal code	
Email address			
Preferred language of communication			

QUALIFICATIONS (Please elaborate on your CV		
Highest educational qualification obtained		
Details of qualification:	School attended	
	Highest grade	
	Year obtained	
Detail of Tertiary Qualification:	Highest qualification obtained	
	Name of Qualification	
	NQF Level	
	Year obtained	

WORK EXPERIENCE (Please elaborate on your CV						
Employer (starting with most recent	**Post held**	**From**		**To**		**Reason for leaving**
		Month	**Year**	**Month**	**Year**	

DISCIPLINARY RECORD				
Have you ever been Have you ever been dismissed for misconduct during the past (10) years?	**YES**		**NO**	
If "yes", Name of Municipality/Employer				
Type of Misconduct/Transgression				
Date of Resignation/Disciplinary case finalised/Dismissal				
Award/Sanction				
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?	**YES**		**NO**	

CRIMINAL RECORD				
Have you been convicted of any criminal offence in a court of law during the past (10) years?	**YES**		**NO**	
If "yes", type of criminal act				
Date criminal case finalised				
Outcome/Judgement				

DECLARATION	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.	
Signature:	
Date:	

REFERENCE CHECKING CONSENT & AUTHORIZATION FORM

Read carefully and completely before signing

CONSENT

I have applied for employment with the Prince Albert Local Municipality and have provided information about my previous employment. My signature below authorizes my former or current employers and references to release the contents of my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the Prince Albert Local Municipality, whether the information is positive or negative.

I authorize the Prince Albert Local Municipality to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, salary history, disciplinary action(s) if any, and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references, and the Prince Albert Local Municipality from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Prince Albert Local Municipality.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

Applicant name and surname: _____

Applicant signature: _____

Date: _____