



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

Applications are invited from suitably qualified applicants to fill the following post:

DIRECTORATE OF FINANCIAL SERVICES

FINANCE MANAGEMENT INTERN

(2 YEAR INTERNSHIP PROGRAMME)

Remuneration: R 100 000 per annum

Ref. No. 1/25 (NTI)

Requirements:

- Bachelor of Commerce (BComm) Degree

Key Performance Areas:

- Revenue Management
- Budget Management
- Treasury functions
- Annual Financial Statements
- Expenditure Management
- Supply Chain Management

PLEASE NOTE:

PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY

APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM

Candidates who are suitably qualified as per the minimum requirements for the post set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post. (i.e. certified copies of certificates not copies of certified copies, diplomas, degrees, Identity Document and drivers' licenses, where applicable). Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post. Any candidate who does not meet the minimum requirements will be automatically disqualified.

Fraudulent qualifications or any information submitted and the canvassing of councilors or officials will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 14 February 2025 at 16h00

NOTE: The Buffalo City Metropolitan Council is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998) for the advancement of previously disadvantaged and disabled persons.

Should candidates not be notified of the outcome of their applications within (30) days of the closing date, they may regard themselves as having been unsuccessful.



M M YAWA
CITY MANAGER

Web Advert: 3 February 2025