



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
EXTERNAL VACANCY
NOTICE NR: 161/2026



POSITION: GRADUATE INTERNS
In Human Resources (1 Post) & Supply Chain Management / Budget Treasury (1 Post)
DEPARTMENT: CORPORATE & FINANCIAL SERVICES
12 MONTHS (NON-RENEWABLE)

STIPEND: R6 000.00 PER MONTH

KEY BENEFITS INCLUDED IN PROGRAMME

- Workplace exposure and structured mentorship.
- Accredited Municipal Minimum Competency (MMC) Training.

JOB PURPOSE:

The programme aims to provide practical workplace experience, structured mentorship and skills development opportunities to graduates seeking to establish careers in local government.

REQUIREMENTS:

- **HR Intern:** National Certificate / Diploma / Degree in Human Resource Management, Public Administration, Industrial Psychology, or a related qualification.
- **SCM/Finance Intern:** National Certificate/ Diploma / Degree in Financial Management, Public Management, Public Administration, Supply Chain Management, Accounting, Internal Auditing, or Logistics.
- **Target Group:** Unemployed South African youth residing within the Beaufort West Municipal area (aged 18–35).
- **Experience:** 0-to-1-year relevant experience Local Government
- **Skills & Attributes:** Strong computer literacy (MS Office), good communication skills, willingness to learn, and high ethical standards.

KEY DUTIES:

- **HR Intern:** Assist with job analysis data collection, drafting standardised competency-based job profiles, supporting Skills Development Facilitation (SDF) records, and general HRD administration.
- **SCM/Finance Intern:** Support requisitions, procurement record-keeping, vendor compliance checks, demand/acquisition administration, and financial reporting tasks., research, Council report, cash flow charts, tender documents

PHYSICAL REQUIREMENTS OF THE POST

- Must be mentally fit and healthy

General instructions:

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Completed applications, accompanied by certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable Applicants must apply for the vacancy on the official BWM 5 Application for Vacancy form and if not your application will result in disqualification.

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.

Beaufort West 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 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Closing Date: Friday 13 November 2026 at 16H00

Job Related Enquiries: Mr. Angilo Jacobs – 023 414 7550 (HR) / Mr. Bradley Damon (SCM)

General HR Enquiries: Mr. Pablo Mokoaleli – 023 414 7549

Complete Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

Or email to

erecruit@beaufortwestmun.co.za

**F. SABBAT
ACTING MUNICIPAL MANAGER**

23 October 2026