



**BEAUFORT WEST  
MUNICIPALITY  
RE-ADVERTISEMENT**

**External  
Notice Nr: 69/2025**

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups inclusive of non-designated groups will have preference

**DEPARTMENT: CORPORATE SERVICES**

**ICT INTERN - 1 YEAR CONTRACT**

**SECTION: ICT**

**ANNUAL REMUNERATION PACKAGE OF R100 000.00 PER ANNUM**

**REQUIREMENTS AND EXPERIENCE:**

The intended candidate should have successfully completed a:

- Grade 12.
- Relevant Information Communication Technology qualification at NQF Level 6, National/Advanced Diploma or a Degree.
- Basic understanding of concepts and knowledge as it relates to aspects within the ICT discipline.
- Good interpersonal skills as well as service delivery and client centred orientation.
- Willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.
- The candidate must be between the ages of 20 and 35.
- Be a South African citizen.

**KEY DUTIES OR KEY PERFORMANCE AREAS:**

To perform tasks/activities associated with the provision of End User support and analyses, diagnoses and resolving software/hardware related problems, ensuring optimum and uninterrupted functionality of operating systems and applications within the Beaufort West Municipality.

The position is located in the Beaufort West Municipal office. Candidates may have to undergo competency-based assessment and will be subjected to vetting processes prior to appointment. *Preference will be given to graduates residing within the Beaufort West Municipal Area.* If a candidate cannot be sourced within the Beaufort West Municipal area, the panel may shortlist any candidate outside the area.

**BENEFITS:** Ample leave and sick leave. Candidates will not qualify for any other benefits applicable to permanent employees of the council.

**CLOSING DATE: FRIDAY, 2 MAY 2025 @12H00**

**NB:**

1. *Should you not be contacted by us within 3 months, please assume that your application has not been successful.*
2. *The Beaufort West Municipality reserves the right not to make any appointment(s) to the above post.*

**DISQUALIFYING FACTORS:**

1. *Applicants must apply for the vacancy on the official BWMI Application for Vacancy form and if not your application will result in disqualification.*
2. *Certified copies of Identity Document, Qualifications and or Results statements must be attached as supporting documents in your application*
3. *Any person canvassing with the view of being appointed in the internship program, shall be disqualified from appointment.*

**Applications received after the closing date and time, will not be considered.**

Full particulars and prescribed application forms can be obtained from **mr Adriaan Duimpies/ms. Imelda F Dourie/ mr. P Mokoaleli** at telephone 023-414 8100/7549/8190/8197.

Completed applications should be sent to or handed in at –  
**THE MUNICIPAL MANAGER, PRIVATE BAG 582, 112 DONKIN STREET, BEAUFORT-WEST, 6970**

Or email applications to  
[erecruit@beaufortwestmun.co.za](mailto:erecruit@beaufortwestmun.co.za)

Municipal Office  
112 Donkin Street  
BEAUFORT WEST  
6970

DE Welgemoed  
MUNICIPAL MANAGER

2025/04/16



Privaatsak / Private Bag 582  
 BEAUFORT-WES (T)  
 +6970  
 Tel 023-4148020  
 Faks/Fax 023-4151373  
 hr@beaufortwestmun.co.za  
 www.beaufortwestmun.co.za  
 Donkinstraat 112 Donkin Street

## BEAUFORT WEST MUNICIPALITY INTERNSHIP APPLICATION FORM

1. The purpose of this form is to assist the Municipality in selecting suitable candidates for an advertised position.
2. This form must be completed in full, accurately and in your own hand writing with a black pen. All material information applicable to a candidate must be provided on this form. Any additional information can be provided on the CV.
3. Candidates who are shortlisted for interviews may be asked to provide additional information that will assist Municipality in speeding up recruitment and selection processes.
4. All information provided will be treated as strictly confidential and will not be used for any purpose other than to assess the suitability of the application.
5. This form is designed to assist the Municipality with the recruitment, selection and appointment of staff members in terms of the Local Government: Municipal Systems Act, 2000 (Act, no. 32 of 2000).

### DETAILS OF ADVERTISED POST (AS INDICATED ON THE ADVERTISEMENT)

<b>Apply for internship: Field of interest or study field.</b>	1.
	2.
	3.
	4.
<b>Name of the Municipality</b>	

### PERSONAL INFORMATION

<b>Surname</b>							
<b>Name / s</b>							
<b>ID or passport number</b>				<b>Married</b>	<b>Y</b>	<b>No</b>	<b>Number of children (eg:2)</b>
				<b>Divorced</b>	<b>Y</b>	<b>No</b>	
<b>Dependants</b>				<b>How many scholars in household</b>			
<b>Gender</b>	<b>Male</b>			<b>Female</b>			
<b>Race</b>	<b>Black</b>		<b>White</b>		<b>Coloured</b>		<b>Indian</b>
<b>Do you have a disability?</b>	<b>Yes</b>	<b>No</b>	<b>If yes specify</b>				
<b>Are you a South African citizen</b>	<b>Yes</b>	<b>No</b>	<b>If not, what is your Nationality?</b>				
			<b>Do you have a valid work permit?</b>			<b>Yes</b>	<b>No</b>
<b>Number of People living in the house</b>				<b>Household Income:</b>		<b>Female Headed Household</b>	<b>YES</b> <b>NO</b>
<b>Do you have a valid driving license?</b>	<b>Yes</b>	<b>No</b>	<b>Code:</b>	<b>Current Employment</b>			<b>Yes</b> <b>No</b>

### CONTACT DETAILS

<b>Telephone number during office hours</b>			
<b>Cell phone number</b>			
<b>Postal address</b>			
	<b>Ward</b>		<b>Code:</b>
<b>Home language</b>			
<b>Preferred language of communication</b>			

### QUALIFICATIONS (EXPAND IN YOUR CV.)

<b>Highest educational qualification</b>			
<b>Name of School</b>	<b>Highest grade</b>	<b>Year obtained</b>	
<b>HIGHEST ACQUISITION ACQUIRED</b>			
<b>Name of Institution</b>	<b>Name of qualification</b>	<b>NQF-Level</b>	<b>Year obtained</b>

WORK EXPERIENCE (PLEASE EXPAND ON CV)						
Employer (start with most recent)	Post	From		Till		Reason for leaving
		Month	Year	Month	Year	

REFERENCES				
Name of reference	Relationship	Tel (Office hours)	Cell phone number	E-mail

STATEMENT	
<ul style="list-style-type: none"> <li>I hereby declare all the information applied for in this application and any attachment provided in support thereof, as far as I know true and correct. I understand that any misrepresentation or failure to disclose any information may result in my disqualification or termination of my employment contract, if appointed.</li> </ul>	
Signature:	Date: