

Reference: RCS/C.5

## TREASURY CIRCULAR MUN NO. 22/2018

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THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN  
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THE MAYOR, OUDTSHOORN MUNICIPALITY: MR CF SYLVESTER  
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE  
THE MAYOR, KNYSNA MUNICIPALITY: MR M WILLEMSE  
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THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

## **PROVINCIAL TREASURY MUNICIPAL FINANCE MANAGEMENT INTERNS WORKSHOP – 21 AUGUST 2018**

### **1. PURPOSE**

The purpose of this circular is to announce the annual municipal finance management Internship workshop which is hosted by the Western Cape Provincial Treasury. Municipal finance interns and mentors are invited to attend the workshop on the 21 August 2018. The theme of the workshop is how to make most of the Municipal Finance Management Internship.

### **2. BACKGROUND**

The Municipal Finance Management Internship Programme (MFMIP) was introduced to assist municipalities to build their financial management capacity to implement the Municipal Finance Management Act, No 56 of 2003 (MFMA) and municipal finance interns. The NT MFMIP is an organised professional training and work experience programme with the goal of providing high quality training and practical exposure to interns in all aspects of municipal finance. It provides a platform for graduates to receive on the job training in terms of local government finance.

In terms of section 5(3) of the MFMA Provincial Treasuries are responsible to assist, guide and monitor municipalities in terms of compliance with the MFMA and its related regulations.

Section 34 of the MFMA further requires PT to monitor, assist and support municipalities in building the capacity of municipalities for effective, efficient and transparent financial management. The successful implementation of the NT MFMIP is directly linked to the above clause as it responds to the current lack of financial management capacity and the future demands within the local government environment.

### **3. OBJECTIVE OF THE WORKSHOP**

The objectives of the workshop are the following:

- To capacitate the finance municipal interns through the sharing of leading practice and knowledge.
- To provide professional guidance to interns with regards to imparting knowledge about work readiness skills.
- To grant the interns an opportunity to network with different municipalities and stakeholders.

The internship workshop will take place on the **21 August 2018** and will cover the following topics:

- Making the most of your internship (panel discussion)
- E-Grap online training
- Workplace successes and failures
  - Financial Misconduct
  - Responsibilities of finance official
  - Do's & Don'ts in the workplace
- A Marketable You
  - CV compilation
  - Preparing for an interview

### 3. REQUEST

All Municipal finance interns and Local Champions/Mentors are requested to attend the workshop. Confirmation of attendance and apologies should reach PT by no later than 1 August 2018.

### 4. LOGISTICS

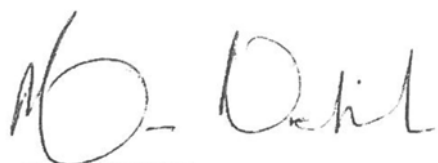
The logistics for the Municipal Finance Internship Programme workshop are as follows:

Date : 21 August 2018  
Venue : Breede Valley Town Hall, High Street, Worcester  
Time : 08:30 – 15:30

### 5. CONCLUSION

All communication related to the above request or queries should be sent to the following individuals:

Name : Ms Zandile Cwane  
Email address : [Zandile.Mbatani@westerncape.gov.za](mailto:Zandile.Mbatani@westerncape.gov.za)  
Telephone No. : 021 483 8202  
Name : Ms Tracy Bowers  
Email address : [Tracy.Bowers@westerncape.gov.za](mailto:Tracy.Bowers@westerncape.gov.za)  
Telephone No. : 021 483 6694



**MS M VAN NIEKERK**  
**DIRECTOR: FINANCIAL GOVERNANCE**  
**DATE: 24 July 2018**