



Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461  
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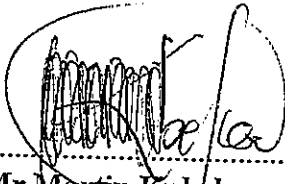
Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Naledi. Xhariep District Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant post.

POST NO	EXTERNAL JOB ADVERTISEMENT	
1	<b>Job Title</b>	<b>Finance Intern</b>
	<b>Reporting Responsibility</b>	Designated officials in the Budget and Treasury Office. Working in the entire Budget and Treasury Office. Dealing with expenditure administration. Payroll. Supply Chain Management. Budget and VAT Returns. Compilations and Submission of Compliance Reports in terms of various Acts and Legislation applicable to the municipality.
	<b>No. of positions</b>	1
	<b>Qualifications</b>	Degree or National Diploma in Accounting
	<b>Requirements</b>	New Market Entrant
	<b>Remuneration</b>	R100 000 .00 Total package
	<b>Specialised Training</b>	Knowledge of Pastel Accounting.
	<b>Experience</b>	Knowledge of any Financial System Knowledge of Pastel Accounting system will be an added advantage.
	<b>Knowledge and Skills</b>	Computer skills.
	<b>Behavioural Competencies</b>	Integrity Honesty and confidentiality. Financial Problem solving skills Ability to work under pressure.
	<b>Instructions to applicants</b>	<ul style="list-style-type: none"> <li>❖ Applicants are informed that all the necessary checks/ vetting to ensure suitability will be conducted.</li> <li>❖ Applications should include a covering letter; resume and certified copies of qualifications and ID.</li> <li>❖ The reference checks will be done to all shortlisted candidates.</li> <li>❖ No email or faxed applications will be accepted.</li> <li>❖ Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.</li> <li>❖ Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.</li> <li>❖ <i>Canvassing either a Councillor or any municipal official for this position automatically disqualifies the candidate.</i></li> </ul>

	❖ <i>N:B People from designated groups are encouraged to apply for the position.</i>
Applications should be directed to	The Municipal Manager: Mr Martin Kubeka; Private Bag X136; Trompsburg; 9913
Enquiries with regard to these positions should be directed to	Ms Patience Zinza Manager: Human Resources Management Telephones: 051 713 9325
Date of Publication	19 <sup>th</sup> April 2016
Closing Date for Applications	11 <sup>th</sup> May 2016
Municipal Manager	Mr Martin Kubeka

Approved by:



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Mr Martin Kubeka  
Municipal Manager