



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	Job Title	Finance Intern
	Reporting	Designated officials in the Budget and Treasury Office.
	Responsibility	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.
	No. of positions	1
	Qualifications	Degree or National Diploma in Accounting
	Requirements	New Market Entrant
	Remuneration	R100 000 .00 Total package
	Specialised Training	Knowledge of Pastel Accounting.
	Experience	Knowledge of any Financial System Knowledge of Pastel Accounting system will be an added advantage.
	Knowledge and Skills	Computer skills.
	Behavioural Competencies	Integrity Honesty and confidentiality. Financial Problem solving skills Ability to work under pressure.
Instructions to applicants		<ul style="list-style-type: none"> ❖ Applicants are informed that all the necessary checks/ vetting to ensure suitability conducted. ❖ Applications should include a covering letter; resume and certified copies of qualifications and ID. ❖ The reference checks will be done to all shortlisted candidates. ❖ No email or faxed applications will be accepted. ❖ Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful. ❖ Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates ❖ <i>Canvassing either a Councillor or any municipal official for this position automatically disqualifies the candidate.</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	29 th October 2015
Closing Date for Applications	16 th November 2015
Municipal Manager	Mr Martin Kubeka

Approved by:



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Mr Martin Kubeka
Municipal Manager