



An area of unfound diversity

**Xhariep**

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461  
 Website: [www.xhariep.gov.za](http://www.xhariep.gov.za): Email: [moletsanel@xhariep.gov.za](mailto:moletsanel@xhariep.gov.za)

Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and 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 posts.

POST NO	EXTERNAL JOB RE - 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>	<b>New Market Entrant</b>
	<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 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</li> <li>❖ <i>Canvassing either a Councillor or any municipal official for this position automatically disqualifies the candidate.</i></li> </ul>

Applications should be directed to	Adv ZQ Majenge Director Corporate Services Private Bag X136 Trompsburg 9913
Enquiries with regard to these positions should be directed to	Mr Mbulelo Jafta Manager: Human Resources Management and Labour Relations Telephone: 051 713 9325
Date of Publication	26 <sup>th</sup> November 2018
Closing Date for Applications	13 <sup>th</sup> December 2018
Municipal Manager	Ms LY Moletsane

**NB: Previously disadvantage people are encouraged to apply for the vacant position.**

**Approved by:**



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**Ms LY Moletsane**  
**Municipal Manager**