



Private Bag X 136, TROMPSBURG, 9913, Tel.: (051) 0112238, Fax: (051) 713 0461  
 Website: [www.xhariep.gov.za](http://www.xhariep.gov.za)

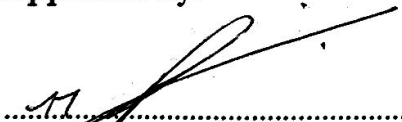
Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Naledi. Xhariep District Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative 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 positions

EXTERNAL JOB ADVERTISEMENT		
POST NO	Job Title	FINANCE INTERN
1	Reporting	Designated officials in the Budget and Treasury Office
	Responsibility	<ul style="list-style-type: none"> <li>✓ Working in the entire Budget and Treasury Office.</li> <li>✓ Dealing with expenditure administration.</li> <li>✓ Payroll.</li> <li>✓ Supply Chain Management.</li> <li>✓ Budget and VAT Returns.</li> <li>✓ Compilations and Submission of Compliance Reports in terms of various Acts and Legislation applicable to the municipality.</li> </ul>
	No. of positions	2
	Location	Trompsburg
	Qualification	National Diploma / Degree in relevant Tertiary qualification.
	Remuneration	R100 000.00
	Experience	New Entrant
	Knowledge and Skills	Good Communication Skills Computer Skills Report writing Skills Administration Understanding.
	Behavioural Competencies	Emotional Intelligence Business Acumen complemented by astute strategic and lateral thinking. Confidentiality Integrity Working on strict deadlines Ability to work unsocial hours.

<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> <li>❖ <i>N:B People from designated groups are encouraged to apply for this positions.</i></li> </ul>
<b>Applications should be directed to</b>	<b>Ms LY Moletsane The Municipal Manager Private Bag X136 Trompsburg 9913</b>
<b>Enquiries with regard to these positions should be directed to</b>	<b>Ms Nono Buda HR Officer Telephones: 051 0112238</b>
<b>Date of Publication</b>	<b>2020 September 18<sup>th</sup></b>
<b>Closing Date for Applications</b>	<b>2020 September 30<sup>th</sup></b>
<b>Municipal Manager</b>	<b>Ms LY Moletsane</b>

Approved by:

  
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**Ms LY Moletsane  
Municipal Manager  
Xhariep District Municipality**