



Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Xhariep District Municipality subscribe 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	JOB ADVERTISEMENT	
1	Job Title	Finance Intern (3 Years Fixed Term Contract)
Ref. No. INT/02/2023	Reporting	Designated officials in the Budget and Treasury Office.
	Responsibility	<ul style="list-style-type: none">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	Three years Bachelor's Degree or National Diploma with major concentration in Economics, Accounting, Internal Auditor Risk Management.
	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	<ul style="list-style-type: none">IntegrityHonesty and confidentiality.Financial Problem Solving skillsAbility to work under pressure.Ability to take verbal and written instructions

Please note :

- Applications must be on Staff member's personal data form obtainable in Gazette No. 45181 –www.xhariep.gov.za appear as Table 12, Page 1497
- Applications should include resume and certified copies of qualifications and ID.
- It's the applicant responsibility to have foreign qualification to be evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof.
- 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 only.
- People from designated groups are encouraged to apply.
- No late applications will be considered.
- Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
- Preference will be given to residents before considering candidates outside the Xhariep Municipal Area.
- Applicants submitting their Curriculum Vitae to this advertisement specifically agree and authorise Xhariep District Municipality and or/ its representative to undertake necessary confirmation /certificate of any information in the curriculum vitae or accompanied documents. The applicant therefore gives consent that any information may be accessed for verification in adherence to the POPI Act.
- On appointment the appointee should not be holding any political office in a political party, whether permanent, temporary, or acting.

Xhariep District Municipality reserves the right not to make any appointment and to re-advertise before a short list is compiled

Applications should be directed to:	The Municipal Manager : Ms LY Moletsane , Private Bag X136, Trompsburg, 9913 or hand delivered to 20 Louw Street, Trompsburg, 9913
Enquiries	Mr TA Lebaka Manager: Human Resource Management and Labour Relations Tel. 0510112238 /Cell: 076 0981478
Date of Publication	3 August 2023
Closing Date	23 August 2023 before end of business 16:00

Approved by:

Ms. LY Moletsane
Municipal Manager