



An area of unbound diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461
municipalmanager@xhariep.gov.za Website: www.xhariep.fs.gov.za

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 posts:

POST NO		EXTERNAL JOB ADVERTISEMENT
1	Job Title	Finance Intern
	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	2
	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	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 ❖ Canvassing either a Councillor or any municipal official for this position automatically disqualifies the candidate. ❖ NB: Previously disadvantage people are encouraged to apply for the vacant position.
	Applications should be directed to:	Ms LY Moletsane Municipal Manager Private Bag X136 Trompsburg 9913
	Enquiries regarding these positions should be directed to	Mr Tefo Lebaka Huma Resource and Labour Relations Manager Telephone: 051 713 9325 / 076 098 1478
	Date of Publication	06 th December 2022
	Closing Date for Applications	23 rd December 2022
	Municipal Manager	Ms LY Moletsane 