



An area of unfound diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 011 2238, Fax: 051 713 0461
mailebo@gmail.com Website: www.xhariep.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 | JOB RE-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 | Integrity Honesty and confidentiality. Financial Problem Solving skills Ability to work under pressure. Ability to take verbal and written instructions |

Please note :

- ❖ Application form for employment is obtainable in Gazette No. 45181 - www.xhariep.gov.za appear as Annexure B, page 762 of 770
- ❖ Applicants are informed that all the necessary checks/vetting to ensure suitability conducted.
- ❖ Applications should include the covering letter/Application form; resume and certified copies of qualifications and ID.
- ❖ The reference checks will be done to all shortlisted candidates.
- ❖ No emailed or faxed applications will be accepted.

- ❖ No late application will be considered.
- ❖ Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.
- ❖ On appointment the appointee should not holding any political office in a political party whether permanent, temporary or acting.
- ❖ Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.
- ❖ Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
- ❖ Xhariep District Municipality reserves the right not to make any appointment and to re-advertise before short list is compiled.

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|--------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Applications should be directed to: | The Municipal Manager : 20 Louw Street, Trompsburg, 9913 |
| Enquiries | Mr TA Lebaka Manager: Human Resource Management and Labour Relation Tel. 0510112238 /Cell: 076 098 1478 |
| Date of Publication | 18 August 2025 |
| Closing Date | 01 September 2025 before end of business 16:00 |

Approved by:



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Ms. LY Moletsane
Municipal Manager
Xhariep District Municipality