



# MAKHUDUTHAMAGA

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## LOCAL MUNICIPALITY

**PHYSICAL ADDRESS**  
01 Groblersdal Road  
Jane Furse  
1085

**POSTAL ADDRESS**  
Private Bag X434  
Jane Furse  
1085

*Mmogo re šomela diphetogo!*

**DEPARTMENT:**  
CORPORATE SERVICES

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancies, based at the **Main Office, Jane Furse:**

**1. Bookkeeper: Expenditure (X1)**

**Basic Salary: R299 557, 08 per annum (excluding benefits)**

**Duration: Permanent**

**Requirements:** Grade 12, National Diploma in Financial Management/Accounting and Computer Literacy Certificate. One (01) year relevant working experience.

**KPA's:** To prepare and capture creditor payments and administer petty cash by: Ensuring a responsive payment systems and effective administration and record keeping of creditor payments. Ensuring availability of petty cash to end user Departments and maintaining acceptable procedures in issuing the cash. Ensuring effective and efficient payroll systems that is within the prescribed rules and procedures.

**2. Finance Interns (X2)**

**Stipend: R169 617, 72 per annum**

**Duration: 24 months contract**

**Requirements:** Grade 12, BCom/ National Diploma in Accounting, Financial Management, Cost and Management Accounting, Public Finance, Internal Auditing or equivalent relevant qualification.

**KPA's:** Revenue collection and billing. Budget planning and implementation. Financial reporting. Assets verification and maintenance of assets register. Implementing the supply chain process and regulations and implementation of expenditure management internal control.

**To apply for the above post(s) use:**

An Application Form/Letter must be accompanied by a detailed CV, originally certified copies (not older than 6 months) of academic qualifications, and Identity Document.

Failure to comply with the above request will disqualify your application. E-mailed and faxed applications will not be considered.

**Enquiries:**

**HR – Letshedi G: (013) 265 8658**

**Switchboard: (013) 265 8600**



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Jane Furse  
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**DEPARTMENT:**  
CORPORATE SERVICES

**Applications should be directed to the below address.**

**Please forward application to:** The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085

**OR**

Hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Reception.

Women and  (people with disability) are encouraged to apply.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

**Closing Date: 04 April 2022**

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 30 days then regard your application as being unsuccessful.

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative Action employer and subscribe to principles of Employment Equity.

Approved <input checked="" type="checkbox"/>	Not Approved	Approved as amended
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14 / 03 / 2022  
Date

Rampedi NM  
Municipal Manager

Office of the Municipal Manager

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