



# MAKHUDUTHAMAGA

## LOCAL MUNICIPALITY

*Mmogo re šomela diphetogo!*

DEPARTMENT:  
CORPORATE SERVICES

PHYSICAL ADDRESS  
01 Groblersdal Road  
Jane Furse  
1085

POSTAL ADDRESS  
Private Bag X434  
Jane Furse  
1085

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancy

### 1. FINANCE INTERNS X 5 (2 Years Contract Position)

**Basic salary:** R 135 353,40

**Requirements:** Grade 12, B.Comm in Accounting/Finance/Internal Audit or National Diploma in Accounting/Finance/Internal Audit or equivalent qualification

#### KPA'S:

Assist in the following:

- ❖ Budgeting
- ❖ Annual financial statement preparation,
- ❖ Supply chain management, internal control,
- ❖ Asset management, revenue management,
- ❖ Expenditure management and financial reporting,
- ❖ Client services and debtor services.
- ❖ Perform any other duties required from you time to time

### 2. Admin Assistant (Permanent)

**Basic salary:** R 143 210.52

**Requirements:** Grade 12, National Diploma in Office Admin/Management or Equivalent

#### KPA'S:

- ❖ Minute crucial meetings, distribute accordingly and maintain records
- ❖ Prepare presentations
- ❖ File documents required for current office use
- ❖ Maintain and update the computerized and paper filing register and access as required
- ❖ Assist with administrative work (such as typing, printing, photocopying, faxing and emailing) to support the operational requirements within the organization
- ❖ Arrange meetings (including venues), presentations, refreshments, and other requirements for staff in the normal course of business within the company
- ❖ Perform any other duties required from you time to time



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**To apply for the above post use:**

The application form must be accompanied by a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document and driver's licence.  
The shortlisted candidates will be subjected to security and reference check

Failure to comply with the above request will disqualify your application.

**ENQUIRIES:**

HR:013 265 8619/16  
Switchboard: (013) 265 8600

**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: 15<sup>th</sup> September 2017**

Makhuduthamaga Local Municipality is an equal opportunity and Affirmative action employer

  
Date

Mr. Matlala .K  
Acting Municipal Manager

Approved ✓	Not Approved	Approved as amended
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Office of the Municipal Manager

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