



**ELIAS  
MOTSOALEDI**  
Local Municipality

## VACANCIES

Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province is committed to the achievement, maintenance and equity in employment, especially in respect of race, gender and disability. Suitable candidates are invited to apply for the posts as indicated below.

**MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME  
(MFMIIP) FOR 24 MONTHS X 3  
DIRECTORATE: BUDGET AND TREASURY**

REMUNERATION: R 100 000.00

**MINIMUM QUALIFICATIONS:** • Young graduate with B com degree or Diploma in Accounting, Majoring in accounting • High level of computer literacy • Ability to communicate effectively, willingness to rotate within finances sections • Graduates residing within Elias Motsoaledi Local Municipality will be given first preference.

**RESPONSIBILITIES/DUTIES:** • Prepare the annual budget in conjunction with the integrated development plan and coordinate all budget inputs from Management and captures in financial management system • Prepare monthly and quarterly in annual reports to organ of state and Council, and comply with all legislative requirements • Process expenditure claim and ensures that transactions are completed accurately in accordance with laid down accounting procedures and practices • Reconcile all credit accounts and claims • Activating electronic payment and pay roll and cheque payments.

**Closing date: 23 September 2013**

**PLEASE NOTE:** Each applicant must submit the following: • A signed applicant letter • Comprehensive CV • Certified copies of qualifications • Certified copy of Identity document.

**1)** Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful **2)** A candidate who canvasses any Council or official for preference will be disqualified immediately from the selection process or from appointment **3)** Correspondence will only be entered into with short listed candidates **4)** The Municipality reserves the right not to make any appointment.

Applications for the position should be forwarded to: **The Director Corporate Services, P.O. BOX 48, GROBLERSDAL, 0470.**

**NB: Faxed and e-mailed applications shall not be accepted.**

For further information please contact **Human Resource Mr L. M Mafiri, Tel: (013) 262 3056** (During office hours).

**Mrs M.M Skosana  
Municipal Manager**