



Main Street
Creighton, 3263

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BUDGET AND TRESURY OFFICE

POSITION : MUNICIPAL FINANCE MANAGEMENT INTERNSHIP X2

REMUNERATION : R 75 000 - 00 p.a.

MINIMUM REQUIREMENTS:

- Grade 12
- National Diploma/Degree in Commerce or any other relevant qualification.
- Good communication skills.
- Computer Literacy

KEY PERFORMANCE AREAS:

On the job training will be given in the following areas:

- Budgeting, Reporting and Asset Management
- Expenditure Management including payments of suppliers and creditors
- Revenue Management i.e. Billing, Debt Collection and Indigent Support
- Financial statements
- Procurement and Contracts management
- General financial management administration.
- Perform any other duties that may be delegated by a Superior

Enquiries: Mr S. A Radebe 0605218374 \ (039) 833 1038 (During Office Hours 08h00 to 16h30)

Please note: Please note: A signed application letter, certified copies of your academic qualifications, ID, Driver's license, and a detailed copy of your curriculum vitae with three references must accompany your application.

NB: PLEASE NOTE: Due to COVID 19 restrictions, emailed applications will be accepted and they can be emailed to: applications@ndz.gov.za . **No faxed applications will be accepted.** Correspondence will only be entered into with short-listed candidates, should you not receive correspondence within one month of closing date, please consider your application as unsuccessful.

The Municipality reserves the right not to make any appointment.

Please forward your application to Mr N C Vezi, the Municipal Manager, Dr Nkosazana Dlamini-Zuma Local Municipality, P.O Box 62, Creighton, 3263 or Hand-deliver to: Municipality Building, Main Street, Creighton 3263 or 32 Arbuckle Street, Himeville, 3256 (During office hours from 08h00 to 16h30).

CLOSING DATE: 05 FEBRUARY 2021 AT 16:00 PM

Dr Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to the achievement of diversity, equity and maintenance of representativity in terms of race, gender and disability. Candidate whose appointment will promote representativity will be given preference.

N C VEZI

MUNICIPAL MANAGER

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