

RUSTENBURG LOCAL MUNICIPALITY



EXTERNAL ADVERTISEMENT

“A World Class City where all communities enjoy the high quality of life”.

The Rustenburg Local Municipality seeks to fill the following vacancies.

Disabled applicants, who meet the stated requirements of the position, are encouraged to apply.

1. BUDGET & TREASURY OFFICE

1.A FINANCIAL INTERN (REF: BTO 1.A)

Salary: An all - inclusive remuneration package of R120 000 / a

Requirements:

- B-Com Accounting / Finance / Internal Auditing or National Diploma in Accounting / Finance / Internal Auditing or Equivalent Qualification.

Knowledge & Skills:

- Sound understanding of computer literacy e.g. MS Word, Excel, PowerPoint etc. Strong work ethics and enthusiasm to learn various components of financial management.

- **Duties:**

Assist in developing financial policies and procedures, compilation of the annual budget, control and management of municipal bank accounts and investment, assist in management of debtors and creditors process, reconciliations and financial analysis, effective supply chain management, management of assets and liabilities.

NB: The successful applicants will be expected to enter into a 2-year fixed term contract with the municipality

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit records. The candidate will be required to disclose all financial interests.
3. No electronic copies will be accepted.
4. All applications must be submitted with a detailed CV, Certified copies of qualifications, ID document and driver's licence, the names of three references from current and previous employers and a fully completed official application form, as available from the municipal website or the Human Resources Department, to be couriered or hand delivered to Directorate: Corporate Support Services, Unit: Human Resources, c/o Nelson Mandela & Beyers Naude Drive, Rustenburg 0299, P O Box 16, Rustenburg 0300. Please mark envelope "VACANCY". Administrative enquiries may be directed to Human Resources at tel. 014-590 3016 Kagiso Mabale or 014 590 3514 Katlego Mako

CLOSING DATE: 09 MARCH 2020

Notice number: 08/2020

FOR OFFICE USE:

Directorate

Budget and Treasury

Reference no : 4/1/2/1/7

Vote number : IE00757/F2496/X051/R033/001/0030