



A BETTER PLACE FOR ALL

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### **BUDGET AND TREASURY OFFICE**

Dr Nkosazana Dlamini Zuma Local Municipality hereby invites applications from suitably qualified and experienced individuals for appointment to the following positions.

<b>DEPARTMENT</b>	<b>BUDGET AND TREASURY OFFICE</b>
<b>VACANCY 2</b>	<b>MUNICIPAL FINANCE MANAGEMENT INTERNSHIP X2</b>
<b>REMUNERATION</b>	<b>R 75 000.00 P. A</b>

**REQUIREMENTS:** National Senior Certificate (grade 12), National Diploma/ Degree in Commerce /Accounting or any other relevant qualification. Good communication skills and Computer Literacy.

#### **KEY PERFORMANCE AREAS:**

On job training will be given in the following areas:

- Budget, 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 SA Radebe 060 521 8374 \ (039) 833 1038 (During Office Hours 08:00 to 16:30)**

Please note: Applications must be submitted with a signed **Application Form** which can be found on our website **www.ndz.gov.za** accompanied by Curriculum Vitae with three references, certified copies of your academic qualifications and identity document.

**NB: No faxed, emails or late 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: 16<sup>th</sup> September 2022 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 representation in terms of race, gender and disability.*

  
**N C VEZI**  
**MUNICIPAL MANAGER**

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