

## EXTERNAL ADVERTISEMENT

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position.

### BUDGET AND TREASURY OFFICE

#### ASSETS MANAGEMENT TRAINEE (RE-ADVERTISEMENT)

(Fixed term 18 months contract)

Stipend: R3000.00 Per month

No municipal benefits will apply (medical aid, etc.) Applicants are required to make their own arrangements in respect thereof.

#### Minimum Requirements

- Grade 12 Certificate.
- Bachelor's Degree or National Diploma in Accounting.
- Excellent communication and writing skills.
- The ability to work under pressure.

#### Key Performance Area

- Assist in monitoring, entering and tracking all municipal assets.
- Assist in monitoring all activity accounts for the municipality, making sure that the accounts are spent appropriately do not overdraw.
- Assist in processing, typing and distributing reports for reimbursement of capital funds.
- Assist in responding to other bookkeeping needs for the activity and budget funds as may be required.
- Work cooperatively with colleagues, supervisors and administrators.
- Follow policies and administrative rules and regulations of the municipality.
- Maintain behaviour appropriate to performing and accomplishing assigned duties.
- Perform any other duties as may be assigned by the supervisor.

Ubuhlebezwe Municipality is an equal opportunity and affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive CV and certified copies of original certificate and ID must be forwarded to: The Municipal Manager, P.O Box 132 Ixopo 3276 by not later than 16h00 on 14 June 2019. Faxed applications will not be accepted. If you do not hear from Council within 30 Days after the closing date, please consider your application as unsuccessful.

All enquiries should be directed to HRD Officer, Ms NP Zuke at (039)834-7700

Council reserve the right not to make any appointment/appointments into the above – mentioned positions.

  
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GM SINEKE  
MUNICIPAL MANAGER