



dr.jsmlm

Dr JS Moroka Local Municipality

Dr JS Moroka Local Municipality is an equal opportunity employer and endeavours to promote skills development targeted at previously disadvantaged individuals by complying with appropriate legislation, eg the Skills Development Act, 1997.

Learnerships

(1-year contract)

Salary: R58 000 fixed per annum

Dr JS Moroka Local Municipality offers an opportunity for learnerships to 10 undergraduates who require workplace experience necessary to increase chances of securing employment in the following fields: • Tourism (3) • Human Resources Management/Development Learners (2) • Office Management and Records Management (3) • Information Communication Technology (2).

Requirements: • Proof of residence from the chief or local municipality • Academic transcript indicating your field of study or a letter from your college or university which states that you require work experience • CV and application letter indicating which learnership position you are applying for • Only citizens residing within the Dr JS Moroka Municipal jurisdiction can apply.

2017 Executive Mayor Bursary Scheme

Dr JS Moroka Local Municipality offers opportunities for qualifying applicants from historically disadvantaged families residing within its areas of jurisdiction wishing to undertake full-time studies at any South African University in the following fields: • Tourism • Information and Communication Technology • Property Valuation • Hydrology/Water and Wastewater Technology.

Requirements: • Only citizens residing within the Dr JS Moroka Municipal jurisdiction can apply • Learners must meet admission/entry requirements of the tertiary institution they are registered with (must be admitted in any tertiary institution or university).

Please note: • All applicants must first apply to the universities they intend to study at before applying for the Executive Mayor's Bursary Scheme. Letter of acceptance or proof of registration with the university must be attached on the Bursary Application form • Successful candidates should be willing to undertake employment in the Municipality for the period equal to his or her study duration • Selected bursars will be expected to enter into a contractual agreement with the Municipality • The bursary covers tuition, learning materials, accommodation and meals.

Completed application forms must be accompanied by: • Certified copy of the ID • Latest academic records/results (June) or Matric results if completed already • Proof of residence • Proof of registration from the University or acceptance letter.

NB: Latest Matric results must be submitted as soon as they are obtained or at least within 7 days.

Dr JS Moroka Local Municipality is looking for suitable qualified interns with applicable qualifications for appointment in the following positions:

Finance Intern (5 Posts)

(2-year contract)

Salary: R100 000 fixed per annum

Requirements: • Minimum of 3-year National Diploma or Bachelor's degree in Financial Management with majors in Accounting, Economics, Auditing, Cost and Management Accounting • Good verbal and written communication skills • Sound understanding of computer literacy • Strong work ethic and enthusiasm to various components of financial management.

Key responsibilities: • Full participation in the educational, workplace assignments and observance of policies and procedures in line with MFMA priority training areas • Compilation of financial statements and management reports • Assisting with the management of capital and operating budget as well as the other reconciliations and financial analysis • Electronically capturing financial data • Assisting in the management of debtors, credit control processes, supply chain, assets and liabilities.

Completed application forms must be accompanied by: • CV • Certified copy of the ID document • Certified copies of qualifications.

Application forms will be made available in Dr JS Moroka Municipality Head Office, Siyabuswa, Mbibane Unit Office, Libangeni, Mathanjana and Mmametlhake Unit Office or municipal website at www.moroka.gov.za and must be submitted to the municipal offices in 260/13 Bongimfundo Street, Siyabuswa or to be posted to Dr JS Moroka Local Municipality, Private Bag X4012, Siyabuswa 0412. Faxed or e-mailed applications will not be considered.

Further information/enquiries can be obtained from the Human Resource Section at (013) 973-1101.

Closing date: 6 January 2017

Should you have not been contacted within 30 days of the closing date, please consider your application as unsuccessful.

BS Mahlangu - Municipal Manager