



MOHOKARE
LOCAL MUNICIPALITY

P. O. Box 20, Zastron, 9950

Tel: 051 673 9600

Fax: 051 673 1550

E-mail: info@mohokare.gov.za

www.mohokare.gov.za

Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

INTERNAL/EXTERNAL ADVERT

IT INTERN X1

REMUNERATION: R100 000 Per Annum(All Inclusive)

QUALIFICATIONS AND REQUIREMENTS:

A Recognized Three-year Diploma in Information Technology, or relevant tertiary qualification. Applicants must possess good communication skills and be able to perform individually under pressure. Applicants must be energetic and hard working.

ROLES AND RESPONSIBILITIES:

- Assist with the payroll duties in the Payroll department.
- Assist with the billing process (rates and services charges).
- Assist with Customer care in the income Section.
- Assist with the completion of the Nation Treasury reporting templates.
- Assist with compilation of recons.
- Assist with Asset Management functions.
- Assist with Risk management, insurance claims and compliance matters.





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CLOSING DATE: 19th July 2019

For enquiries contact the Human Resources division on 051- 6739600. **ONLY MUNICIPAL APPLICATION FORMS** (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager

Mohokare Local Municipality

P.O. Box 20

Zastron

9950

Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.


Mr Selby Selepe
Municipal Manager

MOHOKARE
Local Municipality

03-07-2019

Corporate Services