



## INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion or conscience, and sexual orientation. People with disabilities are encouraged to apply.

Please ensure that you have a complete CV with updated information related to your employment, qualification(s) and contact details.

Attach certified copies of all the relevant qualifications and documents (Gr 12 certificate, ID, tertiary diploma or degree, driver's licence, trade diploma, etc).

If a candidate does not comply with the appointment requirement(s) of the specific post(s), the application will not be considered.

No late applications will be accepted.

If you do not receive correspondence from our office within 21 days of the closing date, please consider your application unsuccessful.

Applicants should take note that they can be required to provide proof of original qualification documents during the selection process.

Information on the latest jobs can be accessed at any of the regional customer care centres or under the following link: <http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx>

### TO APPLY, VISIT ONE OF THE FOLLOWING OFFICES:

<b>Region 3</b> One-Stop Centre (1 <sup>st</sup> Floor) Bothongo Plaza West 271 Francis Baard Street, Pretoria Central Enquiries: C Diale (012 358 8323)		
<b>Region 1</b> 16 Dale Avenue, Room B1-6, Akasia Municipal Offices, Akasia  Enquiries: B Tau (012 358 8857)	<b>Region 2</b> 4244 Molefe Makinta Street, Temba Municipal Office  Enquiries: A Tsoai (012 358 4113)	<b>Region 4</b> Cnr Basden Avenue and Rabie Street, Block G, Room 10, Centurion Complex, Lyttelton  Enquiries: D Chetty (012 358 6415)
<b>Region 5</b> Cnr Oakley and Montrose Street, Rayton Offices  Enquiries: L Ncube (012 358 7054/ 7040)	<b>Region 6</b> 1 Mundt Street, Room 59, Waltloo Electricity Depot, Waltloo  Enquiries: L Crofford (012 358 1358)	<b>Region 7</b> Cnr Market and Botha Street, Muniforum Building, Bronkhorstspuit  Enquiries: S Machaba (012 358 6192)

### CLOSING DATE: 14 August 2017

Please note that One-Stop Centre will close for applications on this day at 12:00.

Administration	IT	Managerial	Political	Professional	Safety sec & EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

**DEPARTMENT: GROUP FINANCIAL SERVICES**

**Division: Financial Reporting**

**Section: Accounting Services**

**Location: Pretoria Central**

**- TRAINING OPPORTUNITY -**

**FISE482-2017**

**TRAINEE ACCOUNTANT – SAICA ACCREDITED  
CHARTERED ACCOUNTANT PROGRAMME (3-YEAR  
CONTRACT) (10 POSTS)**

**To be advertised:**

Internal		External		
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**This position seeks to attract:**

African Female	African Male	Coloured Female	Coloured Male	Indian Female
Indian Male			People with disability	

**Job purpose:**

To obtain the Chartered Accountant (SA) financial management qualification by completing a SAICA accredited three-year TOPP programme with the City of Tshwane.

**Appointment requirements:**

- A: BComHons Degree in Accounting and/or CTA (Certificate in the Theory of Accounting); or  
 B: A SAICA (South African Institute of Chartered Accountants) accredited BCom Degree and currently registered for a CTA

**Personal attributes and/or competencies:**

The incumbent must be able to think unconventionally, hungry to learn and succeed, goal-driven, an inherent team player, and challenge-driven. He/she must have ambition combined with passion and energy, natural confidence; an inquisitive mind, and a consistently good academic record.

**Salary:**

- A: R256 080,00 per annum  
 B: R214 032,00 per annum

**Functions to be executed:**

- Budget and financial reporting
- Treasury, payroll and expenditure management
- Asset management
- Internal controls and risk management
- Revenue management
- Procurement and supply management

**SAP:**

S70059975; S70059976; S70059977; S70059978; S70059979; S70059980; S70059981; S70059982; S70059983; S70059984

**New/natural attrition:**

New

**Enquiries:**

Beatrice Matseke (012 358 4453); Louisa Mashimbyi (012 358 8528)

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