



LEJWELEPUTSWA
DEVELOPMENT AGENCY
OFFICE OF CEO

ELIZABETH STREET SUITE NO.210
5 ELIZABETH COMPLEX
CIVIC CENTRE
WELKOM
9460
Tel: (057) 352 5970
Fax: 086 758 2190

Lejwe Le Putswa Development Agency is committed to the achievement and maintenance of diversity and equity in employment especially in respect of race, gender and disability. Lejwe le Putswa Development Agency invites candidates to apply for the following position before the closing date 19th May 2011

INTERN: FINANCE

Requirements:

- A recognised 3 year degree/ diploma in finance management (accounting or finance)
- Knowledge in practical accounting and be well informed regarding GRAP will be an advantage.
- Computer literacy especially in Excel

Key Performance Area

- Assist with the compilation of the Agency's budget in terms of the National Treasury Budget Reform Programme for the Agency's budget.
- Develop statistical reporting modules and electronic capturing of data in all sections of the Financial Management.
- Assist with the compilation and balancing of the asset register.
- Assist in all areas of financial management within the agency

Application can be delivered or Post to: Lejwe Le Putswa Development Agency

PO BOX 303 **5 Elizabeth Street**
WELKOM **WELKOM**
9459 **9459**

Closing date: 30 May 2011

Enquires: 057 352 5970

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LEKGETHO MOKGATLHE
CHIEF EXECUTIVE OFFICER

