

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under – mentioned vacancy.

CONTROLLER: RATES AND CLEARANCES - CALEDON

Salary: Post level T10 – Between: R257 112.00 p.a. and R333 708.00 p.a.

The most eligible candidate must be in possession of a Senior Certificate together with 5 years relevant experience (*experience must be clearly stated in the application form*). Experience in a property rates section of a municipality will serve as an advantage. Applicants must be computer literate. Must be able to communicate in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa.

Responsibilities: Responsible to compile and reconcile the general and interim property value work files * amend valuations by recording discrepancies on the financial system * reconcile the rates category levies with the financial systems * verify payment to ensure it corresponds to bulk contribution payments * ensure that correct tariffs are used for levies * compile correction journals * attend to all rates account enquiries * keep record of land reform beneficiaries * assist valuation officer with amendments on valuation and property rates levied * provide guidance to subordinates * verify account status with regards to town planning applications * other duties as requested from time to time.

Enquiries: Contact Ms. J van Niekerk – Manager Income

Tel: 028 – 2143300

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.

 Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act namely black people, women and people with disabilities.

B Ngubo, Acting Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and assistance with relocation cost under certain conditions.

Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.

Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 09 September 2022 at 12:00 pm. (no applications will be accepted or considered after the closing date)