

# THEEWATERSKLOOF

## Munisipaliteit \* Municipality \* uMasipala

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

**Please note:** *This position is being re-advertised. Applicants who previously applied must submit a new application in order to be considered.*

### PRINCIPAL CLERK: REVENUE – GRABOUW

**Salary:** Post level T7: Between R180 192.00 p.a. and R233 832.00 p.a.

**Requirements:** The most eligible candidate must be in possession of a Senior Certificate with 2 years' experience in a credit control or revenue environment. The incumbent must be computer literate (Excel, Word, Phoenix, Collaborator, Utility). Be able to work independently. Good communication skills in at least two (2) of the three official languages of the Western Cape, namely English, Afrikaans and Xhosa. Applicants must have good human relations with a strong focus on customer service.

**Responsibilities:** Co-ordinates and control the credit control procedures by attending to the verification, reporting, processing and reconciliation of related transactions \* Attend to meter readings and deviations \* Administration with regard to the credit control system \* Capture and update debtors data base \* Process daily journals \* Keep financial statistics \* Consult with debtors to determine indigent cases \* Report to supervisor on all credit control cases \* Handle debt related enquiries \* Ensure that all payments received are captured on financial system \* Compile month-end journals \* Perform back-ups \* Reconciliations \* Other duties as requested from time to time.

**Enquiries:** Contact Mr. R Titus – Head Financial Operations

**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, 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 13<sup>th</sup> 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: 31 March 2023 at 12:00 pm. (no applications will be accepted or considered after the closing date)**