

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

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

SENIOR ADMIN OFFICER: HUMAN SETTLEMENTS - CALEDON

Salary: Post level T12 – Between: R358 308.00 p.a. and R465 084.00 p.a.


The most eligible candidate must be in possession of a relevant B-Degree or equivalent with accountancy and/ or economics as subjects together with 3 – 4 years relevant experience. Applicants must be computer literate. Must have the ability to work under pressure with excellent time management skills. 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: Coordinate and control the accounting procedures in the human settlement department by attending to the verification, reporting, processing and reconciliation of project income * continuously manage and monitor housing projects and budget implementation * coordinate the signing of housing approvals received from the department of Human Settlements * keeping electronic data base of all funds received * ensure that all certificates are obtained before making final retention payment * check correct of invoices * receive funds from provincial human settlement department and ensure correct allocation * assist with budget review process * compile MFMA returns and reports * compile statutory monthly reports * liaise with department of human settlements in terms of housing claims * update housing project monitoring and reconciliation * assist with the drafting of housing related policies * attend public meeting if and when necessary * other duties as requested from time to time.

Enquiries: Contact Mr. W Moses – Manager Human Settlements

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 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, and 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: 03 February 2023 at 12:00 pm. (no applications will be accepted or considered after the closing date)