

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

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

ADMINISTRATOR: FINANCIAL OPERATIONS: GREYTON / GENADENDAL

Salary: Post level T09 – Between: R268 104.00 p.a. to R347 928.00 p.a.

The most eligible candidate must be in possession of a Senior certificate (**Originally certified copy must be attached**) 2 – 5 years relevant experience preferably in Local Government Municipal Finance (**experience must be clearly stated in the application form**). Applicants must have excellent financial skills. Must be computer literate especially in MS Excel. 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. Only applicants with the highest levels of personal integrity will be considered.

Special conditions:

The prescribed application form must be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – Failure to attach the required documents will automatically disqualify an applicant.

- Originally certified copy of Senior Certificate
- Originally certified copy of ID Document

Key Performance areas: responsible for the credit control process and ensuring that all processes are followed in terms council policy * co-ordinate and control the activities of the financial operations branch * attending to specific administrative procedures to ensure accounts due is paid * ensuring debt collection targets are achieved * prepare monthly reports * handle enquiries * other duties as requested from time to time.

Minimum Competency Framework

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| Core Professional Competencies <ul style="list-style-type: none">- Problem Solving- Communication- Organisational Awareness- Conceptual Thinking- Negotiation and Influencing- Ethics and Professionalism- Project Management | Public Service Orientated competencies <ul style="list-style-type: none">- Interpersonal Relationships- Service Delivery Orientated- Client Orientated- Customer orientation and customer focus |
| Personal Competencies <ul style="list-style-type: none">- Action and outcome orientated- Change readiness- Cognitive ability- Learning Oriented | Management / Leadership competencies <ul style="list-style-type: none">- Team Orientated- Impact and Influence- Direction setting |

Enquiries: 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.

W Hendricks, Municipal Manager, P O Box 24, 10 Church 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 settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form (TWK Application form) accompanied by a detailed CV with originally certified copies of qualifications and ID document in order to be considered for the position. Application forms must be forwarded to the Senior Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

Please note: No e-mailed, scanned or faxed applications will be accepted. 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: 25 July 2025 at 12:00 pm. (no applications will be accepted or considered after the closing date)