

# THEEWATERSKLOOF

Munisipaliteit \* Municipality \* uMasipala

Applications are hereby invited from persons to be appointed in the under mentioned vacancy.

## CONTROLLER FINANCIAL OPERATIONS - RIVIERSONDEREND

Salary: Post level T10 – Between R301 836.00 p.a. and R391 764.00 p.a.

**Requirements:** The most eligible candidate must be in possession of a Grade 12 certificate with accounting as one of the subjects (**Originally certified copy of valid proof must be attached**) 3 years relevant experience (**Experience must be clearly stated in the application form**) Computer literate (MS Word / Excel / Outlook) A valid Code B or EB Driver's license (**Originally certified copy of valid proof must be attached**) Excellent accounting skills with attention to detail. Ability to handle conflict. Effective communication skills 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 Grade 12 Certificate
- Originally certified copy of valid driver's license
- Originally certified copy of ID Document

**Key Performance areas:** Performs specific administrative and accounting procedures involving updating and adjustment of data and information, calculating and posting of revenue data to specific accounts, executing debt recovery sequences, attending to enquiries and priding general administrative/ clerical support to ensure transactions are accurately processed, manage and administering cashiering, receipting and meter reading services, compile monthly reports, supervise subordinates, ensure compliance with laid down procedures, other duties as requested from time to time.

### **Minimum Competency Framework**

<b>Core Professional Competencies</b> <ul style="list-style-type: none"><li>- Written Communication</li><li>- Resilience</li><li>- Negotiation and Influencing</li><li>- Ethics and Professionalism</li><li>- People Management</li><li>- Problem Solving</li></ul>	<b>Public Service Orientated competencies</b> <ul style="list-style-type: none"><li>- Interpersonal Relationships</li><li>- Service Delivery Orientated</li><li>- Client Orientated</li></ul>
<b>Personal Competencies</b> <ul style="list-style-type: none"><li>- Action and outcome orientated</li><li>- Change readiness</li><li>- Cognitive ability</li><li>- Learning Oriented</li></ul>	<b>Management / Leadership competencies</b> <ul style="list-style-type: none"><li>- Team Orientated</li><li>- Impact and Influence</li><li>- Direction setting</li></ul>

Enquiries: Mr. R Titus – Manager 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 13<sup>th</sup> cheque, a housing-/ rental subsidy 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. 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: 20 February 2026 at 12:00 pm. (no applications will be accepted or considered after the closing date)