



BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancies and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: FINANCIAL SERVICES (Piketberg, unless stated otherwise)

1. PRINCIPAL CLERK: ENQUIRIES/RECEPTION (PIKETBERG)

Requirements: Grade 12 or a NQF 4, with accounting · Computer Literacy (Ms Office Applications) · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans/English/Xhosa - Speak, Read and Write) · Valid Code B Drivers licence · Financial Management skills · Ability to give attention to detail · High level of responsibility · Good human relations, interpersonal and communication skills · Two (2) years relevant experience in the key performance areas.

Key Performance Areas: Performs specific administrative and accounting procedures against laid down procedural instructions/guidelines including: Handling all debtors enquiries regarding their service accounts · Completion of forms for consumers · Issuing of duplicate statements · Attend to the issuing and updating of journals by: Preparing of information on journal sheet · Giving journal through for processing on financial system · Checking journals after processing to see that information is captured correctly · Perform any other related duty as requested by the supervisor.

Salary: R117 552-00 annually (T07 of a Category 3 Local Authority)

Date of acceptance: 01 August 2016 or as soon as possible

Enquiries: Mr M Crous at 022 913 6000

GENERAL:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home owners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All applicants will be subjected to police clearance with the consent of the applicant.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.

A covering letter with three contactable references, must accompany the completed prescribed application form (available on request at Tel. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates and a Curriculum Vitae, to reach the **Municipal offices, Piketberg or mailed to P.O. Box 60, Piketberg 7320 for the attention of Ms AG Louw (Manager: Human Resources)** by no later than the closing date. **No faxes or electronic mail will be accepted.**

CLOSING DATE: 15:30 ON FRIDAY, 17 JUNE 2016

ADV H LINDE
MUNICIPAL MANAGER

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13 CHURCH STREET
P O BOX 60
PIKETBERG
7320