



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 vacancy and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: FINANCIAL SERVICES (Piketberg, unless stated otherwise)

PRINCIPAL CLERK: INCOME (PIKETBERG)

Requirements: Grade 12 · Computer literacy (MS Office Applications) · Proficiency in at least two of the official languages of the Western Cape (Afrikaans, English/Xhosa - Read, Write and Speak) · Good supervision, human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Must be physically fit · Must maintain confidentiality · Must work overtime when required · Must be able to perform duties in other areas of the Municipality if required · One (1) year relevant experience of the key performance areas.

Key Performance Areas: Performs tasks/activities associated with the receiving of payments for services/products from the public · Receipting and processing of consumer deposits after account numbers is provided onto the system and reconciling it with the bank statements · Reconciles cash received against receipts issued to customers · Maintains documentation and records of transactions and procedures · Scrutinizing bank statements for direct payments into bank account and find the correct account and receipt amount accordingly · Filing of receipts · Performs basic supervisory functions by guiding and directing the subordinates to ensure effective service delivery · Performs any other related duty as requested by the Supervisor.

Salary: R 152 448.00 annually (T07 of a Category 3 Local Authority)

Date of acceptance: 01 February 2020 or as soon as possible

Enquiries: Mr M Crous 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 appointments are subjected to Police clearings; which means that you give us permission to obtain Police clearance, by applying for a position at the Municipality.
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 9136000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates, ID document, Driver's Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) to reach the **Municipal Offices, Piketberg or mailed to P O Box 60, Piketberg 7320 for the attention of Mrs. W Terry Thomas (Human Resources Officer: Provisioning and Administration)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 20 DECEMBER 2019 AT 15:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN214/2019

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**

