

KNYSNA MUNICIPALITY

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:



ADMINISTRATIVE ASSISTANT X2 INCOME SECTION DIRECTORATE FINANCE

TASK LEVEL 6
R89 304 to R115 896 (Basic Salary)
R165 075 to R199 707 (Total Cost to Council)

KEY PERFORMANCE AREAS OF POST:

- Administer applications for electricity and water services
- Final Account Analysis including accounts for property transfers
- Capture meter details and tariffs of all applications relevant to electricity and water services
- Front Desk and Enquiry duties
- General office administration including journals, handling of queries, interdepartmental liaison and filing of documents
- Reconciliation of ledger control accounts
- Finalization of job cards
- Review of rebate applications

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Grade 12 with Accounting as one of the subjects

Computer Literacy (MS Word and Excel)

Excellent communication skills (oral and written)

Minimum of 3 years' experience in debtor's or financial administration

Applicable Municipal benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a female if a suitable candidate in that category can be identified.

To apply applicants must complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: www.knysnamunicipality.co.za.

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

CLOSING DATE: 13 SEPTEMBER 2013

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

L WARING

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.