

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals for the following vacancy:

**SENIOR CLERK
INCOME SECTION
DIRECTORATE FINANCE**

Task Level 6
R95 376 to R123 768 (Basic Salary)
R173 713 to R210 689 (Total Cost to Council Package)

KEY PERFORMANCE AREAS OF POST:

- * Handling customer enquiries on water, electricity, rates and taxes
- * Processing of application forms for the reconnection of new water, electricity and other service applications
- * Performing filing duties, attending to internal and external mail and faxes
- * Drawing journals, adjustments and corrections to accounts
- * Assisting with other duties within the department that may be assigned from time to time

MINIMUM QUALIFICATIONS & EXPERIENCE

The ideal candidate should possess a Grade 12 with Accounting and be computer literate
2 Years' Experience in a financial environment is essential.

Applicable Municipal benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint an African, Coloured, Indian, White Female & Indian or White Male 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.knysna.gov.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: 30 JANUARY 2015

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

G S EASTON

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.