

KNYSNA MUNICIPALITY



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

SENIOR CLERK (RATES) 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:

- Receiving and responding to rates, tariff and account enquiries
- Administer and issue Manual Clearance Certificates
- Administer and issue Electronic Clearance Certificates\Valuations
- Liaison with Debt Collection Attorneys
- Administer Subdivision clearances and Section 31 endorsements
- Processing of journals
- Application of Rates, Tariff and Credit Control Policy and other Financial Policies
- General Office Administration
- Administer Occupation Certificates
- Administer new registration of properties in the office of the Registrar of Deeds

MINIMUM QUALIFICATIONS & EXPERIENCE

The ideal candidate should possess a Grade 12 with Accounting
2 Years' Experience in a municipal revenue environment
Computer Literacy in the Microsoft Word & Excel Package
Good Communication & Interpersonal Skills

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 or an Indian 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: 1 OCTOBER 2014

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.