

KNYSNA MUNICIPALITY



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

**ADMINISTRATIVE ASSISTANT
(SERVICES)
INCOME SECTION
DIRECTORATE FINANCE**

Task Level 6
R89 304 to R115 896 (Basic Salary)
R165 075 to R199 707 (Total Cost to Council Package)

The incumbent will be required to:

- Handle applications for electricity and water services
- Approval of job cards
- Final account analysis, including the refund of deposits
- Calculate bulk water meters net consumption
- Handle queries and draw journals
- Capture meter details and tariffs of all applications relating to electricity and water services
- Reconciliation of ledger control accounts
- General office administration, including journals, handling of queries, inter departmental liaison and filing of documentation

**SENIOR CLERK (SERVICES)
INCOME SECTION
DIRECTORATE FINANCE**

Task Level 6
R89 304 to R115 896 (Basic Salary)
R165 075 to R199 707 (Total Cost to Council Package)

- Approval and finalization of job cards for water and electricity connection applications
- Preparation of the cut-off list for disconnection as a result of non-payment
- Monitoring of cut off action by contractors
- Down loading and reconciliation of Easy Pay, Post Office and Pay@ payments
- Perform the remote cash-up control function (Cashier's end of day)
- General office administration including journals, handling of queries, inter departmental liaison and filing of documents
- Final account analysis including accounts for property transfers
- Reconciliation of ledger control accounts
- Assist with the administration of the pre-paid electricity system

MINIMUM QUALIFICATIONS & EXPERIENCE

The ideal candidate should possess a Grade 12 with Accounting and be computer literate
2 Years' Experience in a debtors' 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 a Black 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.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: 28 FEBRUARY 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.

B R ELLMAN

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.