



Knysna

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

KNYSNA MUNICIPALITY

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

DIRECTORATE: FINANCE

VALUATION OFFICER

INCOME SECTION

Task Level 12: R338 088 to R438 744 (Basic Salary)

R508 420 to R637 426 (Total Cost to Council Package)

Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

B Com Degree or equivalent with Accounting NQF 7 • 3 Years relevant experience in a municipal environment • Competency in the Municipal Minimum Competency Programme • A valid Code B Driver's License is a prerequisite • Computer literacy (Microsoft Package) • Good communication skills and ability to build positive relationships • Excellent verbal and written communication skills • Proficient in at least two of the three Provincial languages • Attention to Detail • Knowledge of Legislation applicable to Municipal Valuation

KEY PERFORMANCE AREAS:

- Performing specific procedures associated with revenue enhancement and property valuation transactions • Co-ordinates and controls the administrative data capturing and/or updating requirements related to the valuation roll and property rates information •
- Co-ordinate specific administrative and financial sequences associated to the rates validation, sectional scheme validation, development validation for revenue enhancement purposes • Co-ordinate and control the administration of property valuations in accordance with legislative prescripts • Performs specific sequences associated with maintaining electronically based information \ data and files \ records • Provides support with respect to specific activities \ requirements associated with the functionality of the rates section.

All applications will be considered, but in terms of its Employment Equity Target, the Municipality would prefer to appoint an Indian female or an African or Indian Male if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. A comprehensive CV with certified copies of qualifications (not older than 3 months), copies of training, experience, competency and previous employment record must accompany applications. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from the Knysna and the Municipal website: www.knysna.gov.za or the Human Resources Office in Queen Street. Completed applications should be forwarded to the Human Resources Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: vacancies@knysna.gov.za

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

CLOSING DATE: 10 SEPTEMBER 2021

Mr DJ ADONIS

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.