



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:

CHIEF CLERK SERVICES
BRANCH: REVENUE SERVICES
DIRECTORATE: FINANCIAL SERVICES
Task Level 11: R310 968 to R403 488 (Basic Salary)
R476 563 to R596 198 (Total Cost to Council Package)
(PERMANENT APPOINTMENT)
Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- NQF 5 with Financial Accounting
- 2 years relevant experience in a Customer orientated environment;
- Computer literacy (MS Office Package);
- A valid Code B Driving License with Public Driving License
- Good Communication Skills
- Be able to work under pressure
- Good analytical and problem solving skills
- Ability to collate, verify and update information
- Interpretive skills and understanding of general administrative applications
- Effective communication skills in at least two of the three Western Cape official languages

KEY PERFORMANCE AREAS:

- Ensure the control of the provision of Billing Services regarding water and electricity and the administration of sundry debtors, cashiering and receipting
- Calculating and posting of revenue data to specific accounts, attending to enquiries and providing general administrative support to ensure transactions are accurately processed and laid down procedural guidelines are complied with.
- Coordinate the administrative processes relating of sundry debtors
- Coordinating administrative processes related to pre-paid meter services
- Provides support regarding correspondence and queries in terms of the services
- Ensure the maintenance of registers and access records of transactional processes, documentation, instructions and correspondence, by
- Monthly reconciliation of debtors accounts
- Coordinate the administrative processes relating to third party payments
- Coordinate the administrative processes relating to rental agreements

COMPETENCIES:

Professional Competencies

- Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning & Organising.

Public Services Orientation Competencies

- Interpersonal Relationship, Communication, Service Delivery Orientation

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

PLEASE NOTE: (Failure to comply with the below will result in disqualification)

- All applicants **MUST** complete a Knysna Municipality application form.
- All applications **MUST** be accompanied by a comprehensive CV with certified copies of qualifications (not older than 6 months), copies of training, experience, competency and previous employment record must accompany applications.
- Application forms are obtainable from the Human Resources Office in Queen Street, Knysna and the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resources Department, P O Box 21, Knysna, 6570 or email: vacancies@knysna.gov.za.
- 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.
- For enquiries, contact the Human Resources Office at 044 302 6419 or on email address: ntalmaggies@knysna.gov.za.

Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

CLOSING DATE: 16 SEPTEMBER 2022

Mr J JONKERS

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.