



# THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown  
Northern Cape Province, Republic of South Africa*

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

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## EXTERNAL/INTERNAL ADVERTISEMENT

### NOTICE NO: 7/2022 (PERMANENT POSTS)

**Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.**

#### DIRECTORATE: FINANCE

**POST: 4 METER READERS (2 STRYDENBURG AND 2 HOPETOWN)**

**REMUNERATION: R10 621.83 PM (TASK GRADE 5 NOTCH 1)**

#### **KEY REQUIREMENTS:**

- Grade 10
- Valid driver's license
- Must be Bilingual
- Able to pay attention to detail
- Good verbal and written communication skills
- At least 6 months experience
- Good health
- Must be able to work outside

#### **FUNCTIONS AND RESPONSIBILITIES**

- Read (KVA meters) high voltage meters to calculate charge for consumptions;
- Receive report of all electricity and water meters that have to be read and re-read;
- Gain water and electricity readings according to deadlines of the monthly planned schedule;
- Reports faulty meters on reading route;
- Ensure that job performances is up to date and done using tools;
- Obtain check readings after variance reports have been processed;
- Listening to complaints and advise consumer to phone office;
- Complete notebook if the meter has been changed, by writing down the new meter number;
- Deadlines – meters to be read in a +- 30 day cycle – accurate readings to bill consumer account;
- Obtain test readings and perform the test readings;
- Clean water meters and cavities if underground or full of debris;
- Take financial readings for new connections and disconnections by consumers;
- The defect meters must be noted in the meter book , as well as when it is noted that a meter is faulty and where water meters and stop cocks are leaking;

- Note all illegal connections;
- Report all illegal connections to supervisor
- Deliver circulars and notices to households to ensure that consumer receives information;
- Assist (the credit control section) with the cutting off of water and electricity to reduce possible loss to the council.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

**Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager.**

Enquiries can be directed to the Manager Human Resource and Administration, Mr P. Jaffa at 053 2030 005/8.

**Closing date: 14 October 2022 at 12h00**

**Mr LMA Ngoqo  
Municipal Manager  
Thembelihle Municipality  
PO Box X3  
HOPETOWN  
8750  
Tel: 053 2030 005/8**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

