

# **VACANCY : CLERK (INCOME)**

## **THEMBELIHLE LOCAL MUNICIPALITY (NC 076)**

Thembelihle Local Municipality (NC 076) is an equal opportunity, affirmative action employer and also encourages applications from disabled persons. Females are specifically encouraged to apply.

**DEPARTMENT : CHIEF FINANCIAL OFFICER**

**VACANCY : CLERK (INCOME)**

### **ESSENTIAL REQUIREMENTS**

- ✓ Grade 12. Any additional qualifications or willingness to further your studies will positively influence your application.
- ✓ Understanding and knowledge of financial computer systems.
- ✓ A fair understanding of Municipal Finance Management Act (MFMA) and Treasury Regulations and other legislation, procedures and processes pertaining to Local Government finance.
- ✓ Passionate towards customer care.

### **OTHER PREFERRED REQUIREMENTS**

- ✓ Analytical ability and integrity;
- ✓ Accuracy working with data;
- ✓ Ability to meet deadlines and working under pressure;
- ✓ Willingness to work long hours at times;
- ✓ Computer literacy (Microsoft windows XP, Spread sheet and Internet, etcetera)

### **DUTIES AND RESPONSIBILITIES**

The incumbent will be accountable to the Senior Clerk: Income and Credit Control and be responsible for the following functional areas:

- ✓ Credit Control;
- ✓ Customer Care;
- ✓ Database management;
- ✓ Valuations;
- ✓ Assist with addressing internal and external audit queries;
- ✓ Assist with compilation of Annual Financial Statements;
- ✓ Assist with compilation of Annual report;
- ✓ Any reasonable task that may be assigned by the Manager: Financial Services.

**REMUNERATION: LEVEL 5 OF A GRADE 1 MUNICIPALITY** (Basic monthly salary excluding benefits between R6 213.82 – R8 066.65)

Please note that NO applications by E-mail or Fax will be accepted.

Applicants should note that if they are not notified of the outcome of their applications within 30 days of the closing date for submission of applications, they may conclude that their applications were not successful.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Applications containing a letter of application, curriculum vitae and certified copies of all qualifications as well as identification document marked "CLERK (INCOME)" shall be sent to:

The Municipal Manager  
Thembelihle Local Municipality  
Private Bag X3  
Hopetown  
8765

or handed in at

Municipal Offices  
Church Street,  
Hopetown

Any enquiries relating to this advertisement may be directed to the Manager Corporate Services, Mr. Yahya Goibaiyer, at the Municipal Offices, Church Street, Hopetown, who can also be contacted on 053 203 0005/8 during office hours commencing from 07H30 – 16H30, with a lunch interval between 13H00 – 14H00, Monday to Friday.

Please note: Thembelihle Municipality is closed during the festive and reopens on the 6<sup>th</sup> of January 2014.

Selection will be made in terms of the Recruitment, Selection and Appointment Policy of Thembelihle Local Municipality.

**CLOSING DATE: 13 January 2014 AT 16H00**

**MOGALE M**

**MUNICIPAL MANAGER**