

Ubuntu Municipality



INTERNAL ADVERTISEMENT

NOTICE NUMBER:12/2022

DIRECTORATE: FINANCIAL SERVICES

POSITION: REVENUE CLERK

Ubuntu Local Municipality seeks to appoint suitable qualified personnel to assist Council to achieve its vision and mission. The Municipality subscribes to an affirmative action program non-racial, non-discriminatory but based on merits. Council reserves the right not to make any appointment.

REMUNERATION: T 6

FRINGE BENEFITS

- 13th Cheque
- Pension fund
- Medical aid fund
- Leave benefits

MINIMUM REQUIREMENTS:

- Matric
- Three year Bachelor's Degree or National Diploma with majors in Accounting, Economics, Finance, Risk Management and Auditing among others.
- Computer Literacy
- At least two (2) years' experience.
- Conflict management skills, Willingness and ability to work over and above call of work and under pressure.

KEY PERFORMANCE AREAS INCLUDE BUT NOT LIMITED TO:

- Processing transactional data referring to specific transactional documentation and recordings, attending to amendments/ adjustments and the posting of transactions to specific accounts.
- Executing procedures with respect to the receipting and reconciling of rates and services related income, generating and forwarding printouts of payments to the immediate superior for verification and completing procedural forms for banking purposes and/ or issuing clearance certificates.
- Receives and attends to customer complaints referred by cashiers.
- Resolves customer complaints and queries and refer the complicated ones to the immediate superior.

- Maintaining revenue information and record keeping system, filling transactional documentation, notification and correspondence in alpha numeric/chronological sequence and/ or retrieves information to support query resolution.
- Facilitating the role boundaries, workflow process and job design against laid down service delivery requirements and statutory.
- Arranges transport for the messengers to perform banking duties.
- Facilitates the issuing of manual receive and submit to the immediate superior for verification. Prepare monthly reports.
- Perform any other duty as may be assigned by competent authority.

CLOSING DATE: 04 NOVEMBER 2022

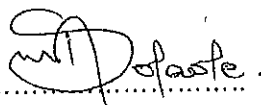
NB: Canvassing is strictly prohibited and proof thereof will disqualify applicants. Applications must be accompanied of comprehensive CV, certified copies of qualifications, ID and covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager; Ubuntu Municipality; P.O Box X 329; Victoria West 7070; or Hand delivered to 78 Church Street, Victoria West 7070.

NB: Applicants without required documents will not be considered. Enquiries can be directed to Human Resources Officer Ms. V. Tieties during working hours on:053 6210 026 and should you not hear from us within 30 working days after closing date please consider your application as unsuccessful.

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FAXED OR EMAILED APPLICATIONS AND THOSE WITHOUT ACCOMPANYING DOCUMENTS WILL NOT BE CONSIDERED.

APPROVED BY:



MR. D. MOLAOLE
ACTING MUNICIPAL MANAGER