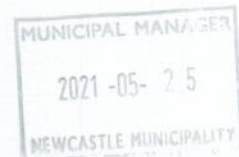




## **DIRECTORATE : HUMAN RESOURCES**

**Strategic Executive Directorate : Corporate Services**

**TO :** Acting Municipal Manager  
SED : Development Planning & Human Settlements  
SED : Budget and Treasury Office  
SED : Technical Services  
SED : Corporate Services  
Acting SED : Community Services  
Chief Audit Executive  
**FROM :** Director : Human Resources  
**REF NO :** HR 5/3/2/1  
**ENQUIRIES :** A Taljaard  
**DATE :** 25 May 2021



### **INTERNAL MEMORANDUM**

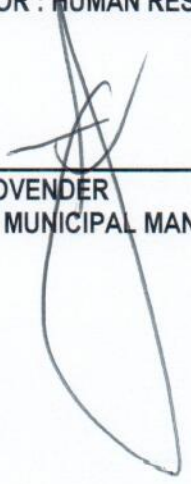
#### **HR CIRCULAR NO. 17/2021 : ADVERTISEMENT OF VACANCIES**

Attached please find an advertisement for vacancies for distribution to all personnel in your department.

Please note that receipt of all internal applications for vacancies must be acknowledged by the Human Resources department, the latter cannot be held responsible for any application that might go amiss.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.

  
\_\_\_\_\_  
**S S RADEBE**  
**DIRECTOR : HUMAN RESOURCES**

  
\_\_\_\_\_  
**MR V GOVENDER**  
**ACTING MUNICIPAL MANAGER**



## NEWCASTLE MUNICIPALITY VACANCIES

The following vacancy exist in the department as mentioned hereunder :-

### DEPARTMENT : BUDGET AND TREASURY OFFICE

### JUNIOR ACCOUNTANT : BILLING AND METER MANAGEMENT : POST ID : BTO259

Position	<b>JUNIOR ACCOUNTANT : BILLING AND METER MANAGEMENT</b>
Remuneration	<b>R375 294,48 per annum (Task Grade 12)</b>
Qualifications	<ul style="list-style-type: none"> <li>• Grade 12 with Mathematics</li> <li>• National Diploma in Accounting or relevant field</li> <li>• Computer Literate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 2 - 3 Years' relevant experience</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• To ensure meter readings are billed accurately by assisting with and managing the various processes from meter reading to billing.</li> <li>• Must ensure planning of the sections meter reading activities is done adequately to guarantee that the monthly billing run is not compromised.</li> <li>• Assist with the compilation of various planning processes relevant to the Meter Management section in conjunction with relevant staff and adjust as required.</li> <li>• Communicating with consumers and colleagues by responding to enquiries on accounts, routes, meters and meter readings to enable the efficient and effective collection of revenue for the usage of municipal services and performing account reconciliations to settle queries.</li> <li>• Performing adjustments on accounts to rectify account records and to bill charges, as required.</li> <li>• Conducting transfer allocations of departmental group accounts by means of electronic input and journal voucher documentation.</li> <li>• Supervision of all Meter Management staff and monitoring attendance / conduct and work output so as to address deviations from agreed performance indicators through meetings / counselling.</li> <li>• Scheduling and controlling leave for meter reading personnel and overseeing completion of timesheets and related weekly overtime control.</li> <li>• Addressing workplace conflict / conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.</li> <li>• Establishing the adequacy of personnel against agreed outcomes and motivating to the immediate superior for additional resources, when necessary.</li> <li>• Assist with any other work given in the Income Section.</li> </ul>
Where advertised	<ul style="list-style-type: none"> <li>• Internal / Newcastle Municipal Website</li> </ul>

Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1<sup>st</sup> Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For full details on these vacancies go to [www.newcastle.gov.za](http://www.newcastle.gov.za). For further information you may contact the Strategic Executive Director : Budget and Treasury Office, Mr S M Nkosi at 034 – 328 7752.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.



- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**NB : AFRICAN FEMALES ARE ENCOURAGED TO APPLY.**

**CLOSING DATE : 11 JUNE 2021**