

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**ADVERTISEMENT**

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

**DEPARTMENT : BUDGET AND TREASURY OFFICE**

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| Position | **SENIOR CLERK : RATES (X2) : POST ID’S : BTO262 AND BTO268** |
| Remuneration | R239 149,23 per annum (Task Grade 9)  |
| Qualifications | * Matric / Grade 12 with Mathematics or Accounting
* Studying towards completion of a tertiary qualification will be an added advantage
* Computer literacy – MS Office
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| Experience | * 2 Years relevant experience
* Completed internship served at Newcastle municipality will be an added advantage
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| Responsibilities | * Processing and issuing rates clearance certificates applications and associated administrative processes.
* Attending to and establishing the nature of enquiries / complaints from the public / officials, including audit and public queries etc. prior to forwarding to the respective sections / personnel for attention or responding thereto.
* Processing journal entries into rates account to ensure accurate billing.
* Check rates clearance figures prepared by the clerk prior to the issue to attorneys.
* Updating of group account details when clearance figures are paid.
* Calculation of the refunds to attorneys at the end of the clearance period in respect of the deeds returns and related preparation of cheque requests.
* Ensure any guarantees on hand are paid out to Council upon change of ownership of accounts in terms of the deeds return.
* General queries regarding rates matters.
* Assist with the rates clearance and valuation certificates.
* Assist with any other work given in the Income Section.
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| Position | **CLERK : CREDIT CONTROL (X2) : POST ID’S : BTO207 AND BTO209F** |
| Remuneration | R188 679,01 per annum (Task Grade 7)  |
| Qualifications | * Grade 12 with Accounting and Mathematics passed with 50%
* A Financial course would be an added advantage
* Computer literacy – MS Office
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| Experience | * 1 Year relevant experience
* Completed internship served at Newcastle municipality will be an added advantage
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| Responsibilities | * Completing details on reminder notifications indicating amount outstanding and circulating to account holders.
* Notify customers with delinquent accounts and attempts to secure payment using postal services, telephone or personal visits.
* Confer with customer by telephone in an attempt to determine the reason for non-payment.
* Interacting with service departments with respect to disconnections / reconnections or resumption of services.
* Documenting payment term arrangements as agreed to with the customer.
* Provide support with respect to specific / requirements associated with the functionality of the section.
* Attending to specific correspondence / telephone enquiries, communicating and providing routine information and/or referring queries to the appropriate departments / personnel for attention.
* Indigent Applications.
* Report on credit control when requires.
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| Position | **CLERK : RATES : POST ID : BTO271** |
| Remuneration | R188 679,01 per annum (Task Grade 7)  |
| Qualifications | * Grade 12 with Accounting and Mathematics passed with 50%
* A Financial course would be an added advantage
* Computer literacy – MS Office
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| Experience | * 1 Year relevant experience
* Completed internship served at Newcastle municipality will be an added advantage
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| Responsibilities | * Attend to enquiries regarding rates matters, both walk in and telephonic.
* Reversal of incorrect charges on accounts.
* Dispatch of monthly statements per group account analysis.
* Rates clearance certificates, both manual and online applications.
* Preparation of valuation certificates.
* Preparation of rates clearance certificates.
* Compilation of transfer journals after change of ownership and consolidations.
* Attending to correspondence – change of addresses, outstanding balances to attorneys for sale and executions, etc.
* Scanning of all input documents in respect of t he unit e.g. journal vouchers.
* Assist with related duties when necessary.
* Assist with calculations and / transfers during implementation of supplementary valuation rolls.
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**Detailed CV’s can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Director : Financial Management, Mrs A Haripersad at 034 – 328 7848.**

* 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 : 8 OCTOBER 2021**