



## NEWCASTLE MUNICIPALITY VACANCIES RE-ADVERTISEMENT

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

### **DEPARTMENT : BUDGET AND TREASURY OFFICE**

Position	<b>METER READER (X 2) : POST ID'S BTO13221 AND BTO13227</b>
Basic Salary	R219 857,16 per annum (Task Grade 8)
Qualifications	<ul style="list-style-type: none"> <li>• Grade 12 / Matric</li> <li>• Driver's license</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 18 Months relevant experience</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>• High ethical standards</li> <li>• An "on-site" test may be applicable prior to shortlisting</li> <li>• Applicants must be able to speak a minimum of two of the official municipal languages, being English, Afrikaans or Zulu</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Responsible for the physical reading of all water and electricity meters, using hand-held devices or physical route lists, in terms of the monthly planned schedule.</li> <li>• Supervision of subordinates to ensure acceptable levels of productivity and performance standards are maintained.</li> <li>• Interact with representatives from other departments when necessary.</li> <li>• Obtain supplementary readings, when necessary, to verify previous reading by going to the address and taking check readings as and when requested.</li> <li>• Listening to complaints and advise the consumer to phone the office where necessary.</li> <li>• Take actual readings for new connections and disconnections, as required.</li> <li>• Assist in the killing or removal of snakes or frogs etc.</li> <li>• Identify and report on illegal connections, faulty meters and new meters installed.</li> <li>• Perform various general duties regarding the credit control and debt collection function.</li> <li>• Complete and submit accurate log sheets and time sheets monthly, in a timely manner.</li> <li>• Mentoring and training of staff, where required.</li> <li>• Compilation of various reports, as required.</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 Manager : Revenue Management, Mrs J Muir at 034 – 328 7663.**

- 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.

**CLOSING DATE : 15 JULY 2022**

