

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**RE-ADVERTISEMENT**

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

**DEPARTMENT : BUDGET AND TREASURY OFFICE**

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| Position | **CLERK (METER MANAGEMENT) X 2 : POST ID’S BTO240 AND BTO241** |
| Remuneration | R188 679,01 per annum (Task Grade 7)  |
| Qualifications | * Grade 12 with either Mathematics or Accountancy
* Studying towards / completion of a tertiary qualification will be an added advantage
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| Experience | * 1 Year experience in meter management unit
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| Additional Requirements | * High ethical standards
* A written test may be applicable prior to shortlisting being completed
* The applicant must be able to speak English and at least one of the other official South African languages
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| Responsibilities | * Queries, both walk-in and telephonic.
* Preparing daily work to be captured by the Data Typist.
* Checking of meter readings.
* Checking of meter reading deviations.
* Completion of input documents when necessary.
* Preparation of the calculation of the consumption on the closed accounts (finals), if necessary.
* Completion of the new account forms in respect of the tariffs.
* Scanning of all input documents in respect of the unit e.g. journal vouchers.
* Assist with the capturing of route lists onto the hand held devices, if necessary.
* Filing of the supplementary readings performed by the Meter Readers.
* Report all faulty / stuck meters as per the route lists.
* Identification of meters over read in previous month and forward correcting input to Senior Clerk.
* Assist with any other work given to them in the Income Section, where relevant to duties.
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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 full details on these vacancies go to** [**www.newcastle.gov.za**](http://www.newcastle.gov.za)**. 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.

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* 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 : 27 AUGUST 2021**