

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

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

**DEPARTMENT : BUDGET AND TREASURY OFFICE**

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| Position | **SENIOR CLERK : METER MANAGEMENT : POST ID : BTO238** |
| Remuneration | R239 149,23 per annum (Task Grade 9) |
| Qualifications | * Grade 12 with Accounting or Mathematics
* 1 Year completed tertiary qualification recognized by SAQA (Preference will be given to applicants having a completed qualification)
* Computer Literacy – MS Office
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| Experience | * 2 Years’ relevant experience
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| Additional Requirements | * The applicant must be able to speak English and at least one of the other official South African languages.
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| Responsibilities | * Management of sub-ordinates to ensure effective and productive work performance to achieve required outcomes.
* Mentoring and training of staff, where required.
* Administrative duties relating to the electronic hand-held meter reading system, when necessary, import and export of data, etc.
* Preparation of meter reading routes, where necessary.
* Administrative duties with regard to the entire meter reading process to ensure that consumptions levied are accurate and correctly billed.
* Review of the various meter reading reports to assist with achieving accuracy of accounts.
* The reporting of faulty meters and updating of meter detail on meter master.
* Customer queries, walk in, telephonic, e-mails and written correspondence.
* Liaising with the respective staff regarding incorrect readings and prepare related adjustments, when necessary.
* Processing of adjustments and performing the relevant account reconciliation relating to consumer accounts when necessary.
* Check input documents for new accounts to ensure correct tariffs are applied for these new accounts.
* Checking and confirming consumptions levied upon disconnection of accounts.
* Liaising with Technical Departments regarding meter queries.
* Prepare all documentation as required for binding purposes.
* Ensure input documents are scanned and filed monthly.
* Processing of meter movements as required.
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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 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.

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* 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 representatively 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 : 1 OCTOBER 2021**