



NEWCASTLE MUNICIPALITY VACANCIES RE-ADVERTISEMENTS

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

DEPARTMENT : BUDGET AND TREASURY OFFICE

Position	ACCOUNTANT: DEBT MANAGEMENT AND CREDIT CONTROL : POST ID : BTO130
Remuneration	R437 321,23 (Task Grade 13) per annum
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • National Diploma or Degree in Accounting or Financial Management • Valid Driver's license
Additional Requirements	<ul style="list-style-type: none"> • Computer Literacy • Numeracy and communication skills • Positive Attitude • Self-motivated • Outstanding administrative skills • Exceptional organizing and planning skills
Experience	<ul style="list-style-type: none"> • 3 – 4 Years' experience in Accounting Field. Municipal experience in credit control and debt management is an added advantage.
Responsibilities	<ul style="list-style-type: none"> • Prepare monthly reports regarding government debt, household debt and business debt. • Implementing controls regarding government, employee and councilor debt in line with council policy and procedure. • Implementing controls to ensure the completeness of the indigent application and maintenance process. • Managing the service provider for debt collection. • Authorization and updating of input documents. • Implementation of the credit control and debt collection policy. • Attending to all outstanding debtors, written, telephonic and face to face. • Balancing and reconciling of monthly general ledger votes. • Monitoring electricity disconnection lists and water restriction lists. • Preparation of monthly reports on outstanding debt. • Interacting with internal / external auditors. • Supervision of staff.

Position	ADMIN OFFICER : POST ID : BTO220
Remuneration	R329 013,78 per annum (Task Grade 11)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 • National Diploma in Public Administration or Local Municipal Governance or any other relevant qualification • Computer Literacy – Office Applications • An understanding of different dimensions of Local Government will be an added advantage
Experience	<ul style="list-style-type: none"> • 2 Years relevant experience
Responsibilities	<ul style="list-style-type: none"> • Maintenance and updating of valuation roll monthly. • Downloaded and check deeds for capturing onto the financial system. Create spreadsheet of exceptional sales for investigation by Valuers. • Create new stands on financial system of new registrations, consolidations, subdivisions. • Check that interims have been captured correctly on financial system.

	<ul style="list-style-type: none"> Assist ratepayers with queries in person and telephonically. Balance latest cons roll to financial system after levies. <p>SUPPLEMENTARY VALUATION ROLL</p> <ul style="list-style-type: none"> Keep record of all interims carried out monthly to be included in the supplementary valuation roll. Receive draft SV roll from valuers and check for completeness and correctness. Prepare notices to be placed in Newcastle Advertiser and Provincial Gazette and ensure they get published within time frames as per MPRA. Receive final roll to be distributed to Municipal Manager, relevant stations and placed on website. Section 49 notices to be generated and posted to ratepayers. Create objection register and ensure that ratepayers comply with time frame. Submit received objections to Valuers for processing. Submit valuation changes to Rates section for processing on financial system. Maintain registers and ensure that ratepayers submit forms within time frames and that valuers complete objections timeously. <p>VALUATION APPEAL BOARD</p> <ul style="list-style-type: none"> Contact board members and set up appeal hearing date with Chairperson of Valuation Appeal Board. Advise appellant per registered post of date of VAB sitting create appeal file with packs for each appeal. Attend VAB sitting as secretariat.
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Position	SENIOR CLERK : SUNDRY INCOME : POST ID : BTO273
Remuneration	R247 519,45 per annum (Task Grade 9)
Qualifications	<ul style="list-style-type: none"> Matric / Grade 12 with Mathematics 1 Year completed tertiary qualification recognized by SAQA Computer literacy – MS Office
Experience	<ul style="list-style-type: none"> 2 Years relevant experience
Responsibilities	<ul style="list-style-type: none"> Calculating new instalments and rentals for new schemes in accordance with legislative requirements. Ensure that all new housing accounts are opened and levy rentals for sub economic and staff housing daily. Calculate the annual rental / rates increases. Monitoring lease agreements and ensuring that financial conditions of lease and sale agreements are adhered to. Handling land sale and related documentation and processes in the case of cancellation of agreements. Handling the registration of transfers, substitutions, staff housing, sub-econ and econ housing, and ensure that all documentation is in place and that rentals / instalments are charged correctly. Process sundry rentals. Adjustment of monthly rentals / instalments when necessary. Public queries and related documents. Hawkers' rentals (lease agreements and related documents). Assist with registration of transfers, if necessary. Opening sundry debtor's accounts, issuing invoices and other related documents from separate departments. Scanning of all input documents in respect of the unit. Perform the processing of EEDBS (discount benefit).

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.

CLOSING DATE : 22 JULY 2022