



**NEWCASTLE MUNICIPALITY
VACANCIES
RE-ADVERTISEMENTS
CS16/2022**

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

DEPARTMENT : BUDGET AND TREASURY OFFICE

Position	SENIOR CLERK : RATES : POST ID'S : BTO262 AND BTO268
Remuneration	R247 519,45 per annum (Task Grade 9)
Qualifications	<ul style="list-style-type: none"> • Matric / Grade 12 with Mathematics or Accounting • Studying towards completion of a tertiary qualification will be an added advantage • Computer literacy – MS Office
Experience	<ul style="list-style-type: none"> • 2 Years relevant experience • Completed internship served at Newcastle municipality will be an added advantage
Responsibilities	<ul style="list-style-type: none"> • 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.

Position	SENIOR CLERK : METER MANAGEMENT : POST ID : BTO238
Remuneration	R247 519,45 per annum (Task Grade 9)
Qualifications	<ul style="list-style-type: none"> • 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
Experience	<ul style="list-style-type: none"> • 2 Years' relevant experience
Additional Requirements	<ul style="list-style-type: none"> • The applicant must be able to speak English and at least one of the other official South African languages.
Responsibilities	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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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Position	CLERK : CREDIT CONTROL (X2) : POST ID'S : BTO 207 AND BTO209F
Remuneration	R195 282,77 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> • Grade 12 with Accounting and Mathematics passed with 50% • A Financial course would be an added advantage • Computer literacy – MS Office
Experience	<ul style="list-style-type: none"> • 1 Year relevant experience • Completed internship served at Newcastle municipality will be an added advantage
Responsibilities	<ul style="list-style-type: none"> • 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.

Position	CLERK : RATES : POST ID : BTO271
Remuneration	R195 282,77 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> • Grade 12 with Accounting and Mathematics passed with 50% • A Financial course would be an added advantage • Computer literacy – MS Office
Experience	<ul style="list-style-type: none"> • 1 Year relevant experience • Completed internship served at Newcastle municipality will be an added advantage
Responsibilities	<ul style="list-style-type: none"> • 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 the unit e.g. journal vouchers. • Assist with related duties when necessary. • Assist with calculations and / transfers during implementation of supplementary valuation rolls.

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. Detailed advertisement available on the official website of the municipality, at 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.
- 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 : 3 JUNE 2022

