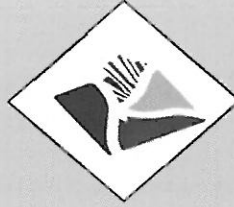


# VACANCY VAKATURE



**KANNALAND**  
MUNICIPALITEIT | MUNICIPALITY

## EXTERNAL CIRCULATION

(DIRECTORATE: FINANCIAL SERVICES DEPARTMENT)

**CHIEF CLERK: DEBTORS AND CASHIERING**

**REFERENCE 51/2023**

**PERMANENT APPOINTMENT**

**Salary** : R217 702.60 – R252 597.83 per annum (T9)  
**Additional benefits** : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13<sup>th</sup> cheque and group life insurance

### REQUIREMENTS

(Related proof / documentation must accompany application)

- A grade 12 certificate
- At least 2-5 years relevant experience
- Compliance in terms of the Financial and Supply chain management competency areas in terms of Government Notice R493 as published in Government Gazette no 29967 of 15 June 2007 (Municipalities were granted exemption from regulations 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment
- Code EB driver's license
- Computer literacy, office applications
- Language proficiency in two of the official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa)

### REQUIRED COMPETENCE

Key Professional Competencies	Functional Competencies	Public Service Orientation	Personal Competencies	Leadership Competencies
<ul style="list-style-type: none"> <li>• Able to follow complex instructions as contained in written communication; and</li> <li>• Able to respond in writing to complex types of communication.</li> <li>• Makes self-understood to others, pointing out specific issues or considerations to be taken into account.</li> <li>• Conducts quality check of work of subordinates for errors and omissions before submission;</li> <li>• Ensures all details of a task are accomplished; and • Checks against standards and regulations.</li> <li>• Gives options for client / stakeholders actions from a range of actions available; and</li> <li>• Recommends appropriate course of action to supervisor</li> <li>• Understands and is able to communicate the municipality's priorities and goals; • In-depth knowledge of municipality's policies and procedures;</li> <li>• Knowledge of the issues impacting service delivery</li> <li>• Plans tasks on a daily basis according to assessment of schedule of activities; and</li> </ul>	<ul style="list-style-type: none"> <li>• Modifies and arranges elements in a process to improve it on an ongoing basis; and</li> <li>• Makes recommendations on improvements to a process or system</li> <li>• Ability to use advanced features of a range of office machines including a photocopier, scanner, fax and telephone; and</li> <li>• Intermediary knowledge of MS Office</li> <li>• Able to conduct basic analysis of data by printing out standardised reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Relates to people at all levels of the organisation</li> <li>• Shows confidence in engagement with internal and external stakeholders;</li> <li>• Accurately captures others' expectations, ideas and concerns; and</li> <li>• Encourages and considers inputs of others</li> <li>• Organises and presents own perspective in logical manner</li> <li>• Adapts communication contents to the audience</li> <li>• Uses terminology appropriate to the audience.</li> <li>• Professional in interaction with general public and stakeholders.</li> <li>• Supports others to take personal responsibility to deliver excellent customer service; and</li> <li>• Monitors client satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiastic about new projects;</li> <li>• Controls various challenges;</li> <li>• Ensures meeting of deadlines; and</li> <li>• Manages contact with others.</li> <li>• Shows emotional resilience and handles difficult situations effectively;</li> <li>• Responds constructively to adverse situations and has calming influence on others; and</li> <li>• Continues to attempt to improve, despite setbacks</li> <li>• Open to new ideas and ways of doing things; and</li> <li>• Looks for better ways of doing things.</li> <li>• Demonstrates logical, consequential thinking; and</li> <li>• Develops new ways to solve problems.</li> <li>• Learns from experience – does not repeat mistakes.</li> </ul>	<ul style="list-style-type: none"> <li>• Commands respect from peers and managers.</li> <li>• Demonstrates competencies from</li> <li>• Shows initiative and confidence in dealing with others;</li> <li>• Able to work in a multi-disciplinary team; and</li> <li>• Shares information and collaborates easily with others.</li> <li>• Sets out work in a well-planned and organised manner.</li> <li>• Shares knowledge and information with peers and subordinates; and</li> <li>• Able to identify own development needs.</li> </ul>

• Executes tasks in order of priority and urgency.				
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**KEY PERFORMANCE AREAS**

- Monitoring revenue collection and receipting processes
- Attending to the consolidation of debtors accounts, extracting and submitting reports to supervisor
- Assist with month-end and year-end close processes
- Assist with the audit preparation
- Attending to all correspondence with customer and other stakeholders
- Attending to customer enquiries
- Create debtors account on the financial system
- Allocate all debtors payments on the financial system
- Maintaining and updating the financial system with new services and link to debtors accounts
- Attending to the service suspensions of arrears/overdue debtors
- Update the financial system with all relevant meter reading information
- Balancing all debtors accounts and assist with all reconciliations
- Processing and posting of debtor journals
- Attending to ad-hoc requests from your supervisor

**ENQUIRIES:** MRS R SAPTOE (028) 551 8000

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's licence. Applications must be submitted electronically preferably as one PDF document to hrapplications@kannaland.gov.za. Application forms can be obtained from the Municipal website at www.kannaland.gov.za and must reach the Human Resources section on or before 15 May 2023 at 12:00. Applicants must clearly state the reference number and position in the subject line of the email.

Only electronic applications will be received.

Applicants residing in the Kannaland area will receive preference.

**Disqualification:**

**Please note that the following will result in disqualification:**

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing with Councillors.**
- 3. Submission of fraudulent qualifications and/or documents.**

NB: Please note that shortlisted candidates will be subjected to a selection process. By applying for this position, candidates consent to background checks being conducted.

The Municipality reserves the right not to make an appointment.

If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Kannaland Municipality is an equal opportunity employer that endorses the principle of affirmative action and employment equity. Preference will be given to applicants from the designated/underrepresented groups.

**CLOSING DATE: 15/05/2023**

