



MASILONYANA LOCAL MUNICIPALITY

MUNICIPAL EMPLOYEES INTERNAL ADVERT

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following positions:

DEPARTMENT OF FINANCE

REVENUE SECTION

CUSTOMER CARE OFFICER x1 (BRANDFORT)

Requirements:

- Grade 12 plus
- Diploma in Accounting or equivalent (NQF level 5)
- Must be computer literate
- Relevant experience (1-2 years)

Responsibilities:

- Prepare and compile status report on indigents accounts on a monthly basis
- Responsible for compiling reports on disputes/complaints lodged by customers
- Ensure that customer queries are addressed within 48 hours
- Responsible for debtors reconciliation on government, business and households accounts
- Oversee the duties performed by the customer care administrators
- Ensure that opening and closing of debtors account are done correctly and handover to/work with billing unit
- Perform any other duties/tasks delegated by immediate superior or Chief Financial Officer

Salary: R242 897,59 p.a

BILLING OFFICER x1 (WINBURG)

Requirements:

- Grade 12 plus
- Diploma in Accounting or equivalent (NQF level 5)
- Must be computer literate
- Relevant experience (1-2 years)

Responsibilities:

- Responsible for billing of the municipality
- Compiling reports on new, closed and inactive accounts
- Ensure that variance report is checked and variances are followed up and corrected
- Ensure that before final billing is done all services connected to the stand are accurately billed
- Responsible for generating billing reports, age analysis etc.
- Compile monthly billing report
- Ensure that there is liaison between billing unit, customer care unit and valuation and property unit
- Ensure that journals that are prepared are accurate and reviewed prior to capturing on financial system
- Ensure that interest on outstanding debt is correctly charged
- Follow up on general customer queries and ensure that they are addressed within 48 hours
- Perform any tasks/duties delegated by immediate superior or Chief Financial Officer

Salary: R242 897,59 p.a

VALUATION AND PROPERTY OFFICER x1 (BRANDFORT)

Requirements:

- Grade 12 plus
- Diploma Property Valuation or Accounting or equivalent (NQF level 5)
- Must be computer literate
- Knowledge of MPRA will be an added advantage
- 1-2 years relevant experience

Key Responsibilities:

- Responsible for updating change of ownership
- Issuing of tax clearance certificate
- Liaison with town planning on deeds information monthly and update the system
- Ensure property rates is reconciled with the valuation roll
- Ensure that supplementary valuation roll is captured on the system and that all changes are implemented
- Ensure that all property rates accounts are billed accurately
- Ensure that farm properties are closely monitored and billed accurately
- Handling and addressing customer queries relating to property rates and valuation roll
- Responsible for proper records keeping and filling at all times
- Perform any other duties/tasks delegated by immediate superior or Chief Financial Officer

Salary: R242 897,59 p.a

BILLING ADMINISTRATOR x1 (BRANDFORT)

Requirements:

- Grade 12 plus
- Computer literate at least knowledge of Microsoft office Word and Excel
- Relevant certificate will be an added advantage
- Relevant experience (6-9 months)

Responsibilities:

- Capturing water and electricity readings and ensuring accuracy from the meter cards provided by meter reader
- Checking the accuracy of details recorded on systems from the meter reader.
- Generate and check the variance report for review
- Responsible for compilation of journals and filling thereof
- Ensure proper records keeping and filling at all times
- Compile a list/report for all broken meters as reported by the meter reader to Technical Infrastructure Service
- Attending to and establishing the nature of enquiries/ complaints from the general public/ officials, regarding the meter readings etc. prior to forwarding to the respective personnel to Billing Officer for attention.
- Perform any work delegated by the immediate superior and the Chief Financial Officer.

Salary: R 154 745,39 p.a

METER READER X3 (BRANDFORT, WINBURG AND VERKEERDEVLEI)

Requirements:

- Grade 12
- Computer literate
- 1-2 years relevant experience

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- Driver licence will be added advantage

Key Responsibilities:

- Reading of electricity and water consumption meters and enter data in route books or hand-held computers, by driving along established routes to take readings on meter dials;
- Raising/reversal of back charges and /or disconnection fee;
- Compiling and maintaining of statistical information and reports by updating client's addresses and meter location information;
- Input and retrieval of data, and the investigation of variances;
- Attending to enquiries in respect of Revenue Protection matters by answering customer's questions about services and charges, or by directing them to customer service centres;
- Ensuring that old meters are identified and replaced.

Salary: R111 813,90 p.a

Enquiries can be directed to the HR Manager, Mr G.M Tjolo at 057-7330106/7 during office hours.

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid under certain conditions. The municipality further also gives housing subsidy under certain conditions and in line with the Collective Agreement as may be amended from time to time.

Interested suitably qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at Corporate Services offices in Theunissen.

No e-mails, faxes or late submissions will be accepted.

Closing date: 29 OCTOBER 2019

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.



P.S. TSEKEDI
MUNICIPAL MANAGER