

# VACANCY VAKATURE



## INTERNAL CIRCULATION

**DIRECTORATE: Financial Services**  
**POST DESIGNATION: Senior Clerk Billing Administration - George**  
**(Permanent)**  
**WC044 0632**  
**REFERENCE: 3246393**

Salary: R164 628 - R213 696 (T6)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

2-5 Years relevant experience  
Grade 12  
Computer Literacy – MS Office

### COMPETENCIES:

Professional Competencies: Written and Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.

Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.

Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning Orientation.

Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

### KEY PERFORMANCE AREAS:

Ensure the correct billing on specific corrected accounts is debited to the consumers.

Ensure that all meter readings and corrections reflect on consumer accounts.

Ensure meter numbers are correct and that it corresponds to Erf numbers.

Ensure that all faulty meters are replaced and that the relevant information is updated.

Ensure all new meters are placed on the system and entered into the meter book.

Ensure proper statistics are kept for reporting and inclusion in official reports.

Ensure that all administrative processes are followed and concluded according to specific guidelines.

Ensure that new applications are processed, and old accounts transferred to new accounts.

Ensure that applications for the merging of accounts is processed according to written request.

Ensure that all applications for water rebates are processed and finalised.

Ensure the correct billing on accounts is debited to the consumers.

### SPECIAL CONDITIONS ATTACHED TO THE POST:

Must be able to communicate in 2 of the 3 official languages of the Western Cape.

Must have good numerical skills.

Must be reliable and trustworthy.

Must have good interpersonal skills.

Must be able to handle conflict situations.

Must have good communication and interpretation skills.

Must be able to work under pressure.

Must have good people skills.

**PROBATION PERIOD: 6 months**

**ENQUIRIES: Amelia Shelton (044) 801 9070**

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## **INSTRUCTIONS TO APPLICANTS (Please read carefully)**

Applicants must submit a formal application form with all fields completed and a comprehensive CV (Stipulating full employment history-title of position held, time periods and duties), certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license. Applications must be submitted **by hand 71 York Street, George, Main Building, HR Reception.**

Application forms can be obtained from the Municipal website, [www.george.gov.za](http://www.george.gov.za) or HR Reception and must reach the Human Resource Department on or before 1 **[2024-08-29]** at 16:30. **Applicants are required to complete application form in full.**

**Only hand delivered applications will be accepted.**

### **Disqualification:**

#### **Please note that the following will lead to disqualification:**

Non-submission of required documents or submission of fraudulent documents.  
Canvassing of Councillors and/or officials.  
Non-adherence to the instructions on the advertisement.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

**The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: [2024-08-29] AT 16:30**