



PUBLIC NOTICE BOARDS VACANCY

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons who meet the requirements as indicated. Please note that the post title and post identification number (KDM.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable. Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 11 ARE REQUIRED TO ATTACH THE PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.

FINANCE BUSINESS UNIT

KZ292FSRR 008: CLERK: SUNDRY DEBTORS (TASK GRADE 6: R141 992.88 - R184 334.52 p.a.)

Requirement: Gr.12 with a 50% pass in Mathematics & Accounting, Computer literate (MS Word & Excel), 12-24 months relevant clerical experience/Office administration & general accounting experience.

Knowledge & skills: Government legislations, Municipal Policies, GRAP & mScoa etc; Have Financial & Communication skills.

Duties: Cross checking incident information sheet for static , financial and control information, Capture account details on financial system, Align calculations with Tariff of Charges and perform transactional, Cross- checking necessary authorisation for refunds aligned to approved standard operating. Researching refunds to be in accordance with tariff of charges, Adapting clearance checks on financial system with a view to consolidation of accounts, Collate payment documentation for submission for authorization and onward submission to creditors section, Filing of copies of vouchers for internal control, reconciliation and audit purposes,

Commencing debt recovery processed in respect of accounts older than 30 days , Monitoring debts after prescribed interval with a view of handing over to credit control, Open general sundry debtor account, Capturing invoices on instruction of other departments. Updating debtors details on financial system to ensure there is optimal revenue enhancement. Collating information from financial system, Checking each transaction to ensure correctness of captured information, Liaising with user department to rectify transaction captured incorrectly on the financial system. Ensuring the vote reconcile and total against the amount on the financial system.

PLEASE NOTE:

1. Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450 for attention the Human Resources Department**, and may be posted or hand delivered. (Note that hand delivered applications must be handed to the H.R. Officer/Clerk, 34 Chief Albert Luthuli Street, **OK MALL BUILDING KwaDukuza**) For enquiries Please call **032 437 5142/ 5153**
2. The Closing date and time is **FRIDAY, 10 DECEMBER 2021 at 12H00. No hand delivered** applications will be accepted after the closing date and time.
3. Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on **Z 83 forms. Please NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THEMUNICIPALITY'S WEBSITE**
(www.kwadukuzamunicipality.gov.za)

KwaDukuza Municipality adheres to the National Employment Equity Strategy. Post levels are subject to conversion according to the TASK Job Evaluation system. Further communication will only be with shortlisted candidates, such shortlist being confirmed to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful. Council reserves the right not to appoint. Canvassing to Councillors in form of gifts is prohibited.

N. J. MDAKANE
MUNICIPAL MANAGER
DATE: 26/11/2021
MN: 207/2021
