



HESSEQUA MUNISIPALITEIT

VAKATURES

Die Munisipaliteit van Hessequa benodig die dienste van geskikte persone in die volgende vakatures:

Klerk: Inkomste - Albertinia

(Verw: F032) T6 – R121 240.44 tot R157 393.80 bruto salaris per jaar.

Vereistes: Graad 12 • Rekenaarvaardig • Goeie interpersoonlike- en kommunikasievaardighede • In staat om in twee van die amptelike tale van die Wes-Kaap te kommunikeer • Een jaar ondervinding in 'n soortgelyke posisie, sal as 'n aanbeveling dien.

Pligte: Prosesseer voertuiglisensie en -registrasie aansoeke • Hou rekord van dokumentasie en transaksies • Open debiteure rekeninge • Ontvang- en prosesseer debiet orders vir ACB betalings • Stel joernale op vir regstellings • Verrig deernishulp aktiwiteite • Ontvang maandelikse snylyste • Sny dienste.

Senior Klerk: Kredietbeheer: Riversdal

(Verw: F043) T6 – R121 240.44 tot R157 393.80 bruto salaris per jaar.

Vereistes: Graad 12 • Rekenaarvaardig • In staat om in twee van die amptelike tale van die Wes-Kaap te kommunikeer • Goeie interpersoonlike- en kommunikasievaardighede • Twee jaar ondervinding in 'n soortgelyke posisie, sal as 'n aanbeveling dien.

Pligte: Verrig kredietbeheer- en deernishulp aktiwiteite • Verseker dat transaksies akkuraat uitgevoer word • Administratiewe take • Identifiseer uitstaande betalings • Voltooi- en vang deernishulp aansoekvorms vas • Hanteer navrae.

Biblioteekassistent: Riversdal

(Verw: K007) T6 – R121 240.44 tot R157 393.80 bruto salaris per jaar.

Kontrak: Drie jaar vaste termyn aanstelling

Vereistes: Graad 12 • Rekenaarvaardigheid (Word, Excel, Sigblaai, Internet) • Goeie interpersoonlike-, mondelinge en geskrewe kommunikasievaardighede • Moet bereid wees om op Saterdag op 'n rotasiebasis werksaam te wees • Kode B bestuurderslisensie • Agtien maande ondervinding in 'n openbare biblioteek, sal as 'n aanbeveling dien.

Pligte: Voorsien die publiek met relevante bronne en informasie • Hanteer navrae en kontant • Uitreik- en voorbereiding van blokkennings • Beplan- en bied uitreik-aktiwiteite aan • Administratiewe take • Koördineer uitstallings • Toonbankdiens • Hou voorraad instand • Voorsien 'n effektiewe en doeltreffende diens aan die gemeenskap.

Die Munisipaliteit van Hessequa is 'n gelyke geleentheid werkgewer en moedig gestremdes, asook persone vanuit die voorheen benadeelde groepe aan om aansoek te doen om betrekkinge. Kandidate sal aan 'n praktiese toets onderwerp word.

'n Munisipale aansoekvorm, asook 'n CV is verpligtend. Slegs sertifikate / dokumente wat aan die minimum vereistes voldoen moet aangeheg word. (CV's en aansoekvorms van 4MB en groter kan nie via e-pos versend word nie.)

Volledig voltooide aansoekvorms moet aan Hessequa Munisipaliteit, Menslike Hulpbronbestuur, Posbus 29, Riversdal, 6670 of per e-pos aan applications@hessequa.gov.za of faks 086 518 7229 versend word. Onvolledige aansoeke sal lei tot diskwalifikasie. Ontvangs van aansoeke sal nie erken word nie en geen ondersteunende dokumentasie sal terugbesorg word nie. Vir enige navrae kontak me A. Groenewald by 028 713 7800.

Sluitingsdatum : 25 Januarie 2019

Aansoeke wat na die sluitingsdatum ontvang word, sal nie oorweeg word nie. Persone wie teen 29 Maart 2019 geen terugvoering ontvang het nie, moet aanvaar dat hul aansoek onsuksesvol was. Die Raad behou die reg voor om nie die vakatures te vul nie.



HESSEQUA MUNICIPALITY

VACANCIES

The Hessequa Municipality requires the services of suitable persons in the following vacancies:

Clerk: Revenue - Albertinia

(Ref: F032) T6 – R121 240.44 to R157 393.80 gross salary per annum.

Requirements: Grade 12 • Computer literate • Good interpersonal and communication skills • Able to communicate in two of the official languages of the Western Cape • One year's experience in a similar position, will serve as a recommendation.

Duties: Process vehicle licence and registration applications • Keep record of documentation and transactions • Open debtor accounts • Receive and process debit orders for ACB payments • Compile journals for rectifying accounts • Execute indigent activities • Receive monthly cut-off lists • Disconnect services.

Senior Clerk: Credit Control: Riversdale

(Ref: F043) T6 – R121 240.44 to R157 393.80 gross salary per annum.

Requirements: Grade 12 • Computer literate • Able to communicate in two of the official languages of the Western Cape • Good interpersonal and communication skills • Two year's experience in a similar position, will serve as a recommendation.

Duties: Execute credit control and indigent activities • Ensure that transactions are accurately processed • Administrative duties • Identify outstanding payments • Complete and capture indigent applications • Handle enquiries.

Library Assistant: Riversdale

(Ref: K007) T6 – R121 240.44 tot R157 393.80 gross salary per annum

Contract: Three year fixed term appointment

Requirements: Grade 12 • Computer literate (Word, Excel, Spreadsheets, Internet) • Good interpersonal, oral and written communication skills • Willing to work on Saturdays on a roster basis • Code B driver's license • Eighteen months' experience in a public library, will serve as a recommendation.

Duties: Provide the public with relevant sources and information • Handle cash and enquiries • Prepare and issue block loans • Plan and present outreach activities • Administrative duties • Coordinate exhibitions • Front desk • Weeding of stock • Provide an effective and efficient service to the community.

The Hessequa Municipality is an equal opportunity employer and encourage disabled, as well as people from the previous disadvantage groups to apply for vacancies. Candidates will be required to undergo a practical test.

A Municipal application form, as well as a CV is compulsory. Only certificates / documents as per minimum requirements may be attached. (CV's and applications larger than 4MB cannot be accommodated via e-mail)

Completed applications must be forwarded to Hessequa Municipality, Human Resources, PO Box 29, Riversdale, 6670 or via e-mail to applications@hessequa.gov.za or fax 086 518 7229. Incomplete applications will lead to disqualification. Receipt of applications will not be acknowledged and no supporting documentation will be returned. For any enquiries contact ms A. Groenewald at 028 713 7800.

Closing date: 25 January 2019

Applications received after the closing date will not be considered. Applicants whom are not notified by 29 March 2019, must accept that their applications were unsuccessful and that the application documents will be destroyed. Council reserves the right not to fill any vacancies.