



HESSEQUA MUNICIPALITY

VACANCY

The Hessequa Municipality requires the services of a suitable person in the following vacancy:

Senior Clerk: Credit Control: Riversdale

(Ref: F043) T7 – R165 862.44 to R215 298.00 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 recommendation.

Duties: Monitor and execute credit control, indigent and account arrears activities • Generate non-payment reports, notices and cut-off lists on the financial system • Identify payments and monitor payments in arrears • Ensure that transactions are accurately processed • Administrative duties • Verify statistics and reports • Handle enquiries.

Instructions to applicants:

A Municipal application form must be submitted electronically to applications@hessequa.gov.za. This is the only e-mail address that will accept applications. Applications submitted electronically cannot exceed 4MB. Application forms can also be hand delivered at any Hessequa Municipal Office or posted to Human Resources, PO Box 29, Riversdale, 6670. Only applicants who meet the minimum requirements as advertised will be considered. Application forms must be completed in full, a Curriculum Vitae can be attached. Copies of qualifications claimed must accompany the application. Enquiries must be addressed to the contact person listed in the advert. No applications received after the closing date will be considered. Shortlisted applicants will be required to undergo a practical assessment. Applicants who are not contacted by the Municipality within 30 days after the closing date must consider their application unsuccessful. The employer reserves the right not to make an appointment.

Closing date: 23 October 2020

Contact Person: Ms J Jansen at 028 713 7965