



# HESSEQUA MUNICIPALITY

## VACANCY

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

### DIRECTORATE FINANCIAL SERVICES

**Clerk: Expenditure – Riversdale (Ref: F008) T6 – R105 541.08 to R137 012.88 per annum.**

**Requirements:** Grade 12 • Code B driver's licence • Computer literate • 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:** Capture invoices, debit and credit notes • Ensure that transactions are accurately processed and verified • Generate cheques for the payment of creditors • Administrative duties • Checking creditor statements, invoices and outstanding documents.

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 may be required to undergo a practical test.

A Municipal application form is compulsory and a CV may be attached. 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](mailto: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:** 24 February 2017

Applications received after the closing date will not be considered. Applicants whom are not notified by 31 May 2017, must accept that their applications were unsuccessful and that the application documents will be destroyed. Council reserves the right not to fill any vacancies.