HESSEQUA MUNICIPALITY

A CARING, SERVING AND GROWING HESSEQUA

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

Clerk: Revenue – Still Bay

(Ref: F018) T6 - R183 168 to R237 787 gross salary per annum

Requirements: Grade 12 • Computer literate • Valid Code B driving license • Able to communicate in two of the official languages of the Western Cape • Two year's relevant experience required.

Additional Requirements: Good interpersonal and communication skills • Ability to give attention to detail • High level of responsibility.

Duties: Process indigent subsidies • Complete payment arrangements in terms of approved Policies • Perform pre-legal and soft collections • Execute block/cut-off lists • Liaise with internal and external stakeholders • Update the Debtors and Services Masterfile • Handle enquiries • Administrative tasks.

The Hessequa Municipality is an equal opportunity employer and encourage persons with disabilities, as well as people from previous disadvantage groups to apply for vacancies.

Instructions to applicants:

Applicants can register on the e-recruitment website and submit their applications online.
(https://munrec.collaboratoronline.com/SitePages/Home.aspx)

Application forms can also be downloaded at www.hessequa.gov.za. This application can be submitted electronically to applications@hessequa.gov.za. Application forms can also be hand delivered at any Hessequa Municipal Office or posted to Human Resources, PO Box 29, Riversdale, 6670.

The Municipality is an equal opportunity employer and abides by the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets, but this will not be the only criteria applied. All applications are subject to reference checking, verification of qualifications and criminal checking. By applying for this position at the Municipality, you give consent for these checks. Applications received after the closing date or received without the application form required, will not be considered. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality, will disqualify applicants. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date. Placement of candidates for work can be done in any area of Hessequa. This includes: Witsand, Slangrivier, Heidelberg, Riversdale, Still Bay, Albertinia and Gouritsmond. Applications within the Hessequa Municipal Area will receive preference. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application, you confirm that the information you have provided is true, correct and up to date. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance agreement. Candidates that arrive late for interviews will be disqualified. The Municipality reserves the right not to make an appointment.

Closing date: 13 November 2026

Contact Person: Ms Jonecia Jansen at 028 713 7965