

VISION: "We are the best energy hub and ecotourism destination in Southern Africa"

MISSION: "To invest in a constituency of talented human capital who are motivated and innovative to build a sustainable economy in the field of energy, minerals and eco-tourism for the benefit of all our communities"

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

**BUDGET AND TREASURY - POST LEVEL 11
CLERICAL ASSISTANT: EXPENDITURE**

Ref: 4/31/PF-MC36BTEX005 | **Salary:** R181 308 (basic salary per annum, excluding municipal employee benefits) | **Division:** Expenditure

REQUIREMENTS: •Candidate must have a Grade 12 (Matric) Certificate •A Certificate in Accounting/Local Government Finance will serve as an advantage •Minimum of one year relevant experience •Proficiency in MS Office Applications and a valid driver's licence.

COMPETENCIES AND SKILLS: •Must have good interpersonal relations, strong office administration, communication skills, time management and basic financial administration.

KEY PERFORMANCE AREAS: •Perform tasks/activities associated with the processing/updating of expenditure/banking information •Bank cash and cheques •Post and keep register of all cheques to beneficiaries •Distribute cheques and electronic payments for signatures •File cheques, journals and electronic funds transfers in designated files in number sequence.

CLOSING DATE: 05 DECEMBER 2019 AT 16H15

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable from our website: www.waterberg.gov.za or obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's licence and a signed cover letter that indicates the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand-delivered at the Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

NOTE: Qualifications, employment background checks and security vetting will be done for all the successful candidates.

Further enquiries may be directed to Ms R.P.T. Makibelo, tel. 014 718 3367 or Mr M.J. Matlou, tel. 014 718 3339 during office hours.

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date, please consider your application unsuccessful.

The Waterberg District Municipality reserves the right not to appoint or fill the advertised post.

M.M. MALULEKA - MUNICIPAL MANAGER



WATERBERG MUNICIPALITY