



**ILEMBE DISTRICT MUNICIPALITY
ILEMBE UMASIPALA WESIFUNDA**

iLembe District Municipality is strategically positioned for Developmental and Economic potential in KZN. The Municipality subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998

INTERNAL & EXTERNAL VACANCY

DEPARTMENT of FINANCE

SENIOR CLERK (ENQUIRIES) X3

TASK GRADE 06: (R148 950.48 – R193 366.89) P.A.

MINIMUM REQUIREMENTS:

- A valid Grade 12 Certificate;
- 1 - 2 years relevant experience;
- Computer Literacy (Excel, Word, & Outlook essential)
- Driver's License: code 08

COMPETENCIES:

- Numerical and computer skills
- Willing to work under pressure.
- Willing to work more than normal hours.
- Able to meet deadlines.
- Knowledge of Standard Operating Procedures related to revenue
- Computer literacy

RESPONSIBILITIES:

- Receipting payments from consumers (cash, cheques and 3rd party payments)
- Reconcile payments received against receipts issued
- Preparing documentation and monies received for banking
- Handling all consumer queries and opening and closing accounts
- Completion of various documents or forms pertaining to service provision and master file amendments
- Maintain accurate records and filing system for all transactions

BENEFITS: 13th Cheque, Generous Leave, subsidised pension, medical aid, additional provident fund and home ownership scheme subject to certain conditions.

Kindly forward your application letter together with your detailed Curriculum Vitae and **certified copies** of your qualifications, ID and valid driver's licence to: The Municipal Manager: iLembe District Municipality, P. O. Box 1788, KwaDukuza, 4450 or hand deliver at iLembe House, 59/61 Mahatma Gandhi Street, KwaDukuza.

All administrative enquiries are to be directed to **Manager Human Resources: Mr. GM Nzuzo on (032) 437 9348/9524**. The closing date for the submission is **30 June 2023 @ 12h00**. **Please note:** Incomplete, faxed, emailed applications and applications received after closing date **WILL NOT** be considered. Should you not be contacted by this office within three (3) months of the closing date, kindly consider that your application was not successful. Application forms are available on the iLembe District Municipal Website www.ilembe.gov.za or at iLembe House, 59/61 Mahatma Gandhi Street, KwaDukuza.

**SD MBHELE
MUNICIPAL MANAGER**