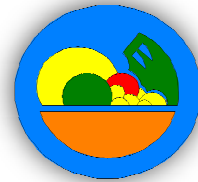




GREATER TZANEEN Municipality VACANCY



The following position is being advertised and applicants are invited to apply.

FINANCIAL SERVICES DEPARTMENT

1 X CLERK (REVENUE)
(Job Id Number: 3/4/4/004)

Salary: R287 968.08 per annum (Job level 08)

The job purpose of the Clerk is to assist administrative officer to administer land and property rates information and processes such as different categories in terms of determinations of valuation. To provide support to administer, maintain and update of all properties and related database relating to the Valuation Roll.

Key performance areas: The Clerk (Revenue) must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ *Administering transfers of property to ensure that all ratable properties are valued and charged correctly* ▲ *maintaining and updating of all properties and related database to ensure all ratable properties and assessment rates are charged according* ▲ *Administering changes to stand information as per occupation certificates to update valuation roll and to ensure correct income.*

Requirements: Grade 12; Computer literacy; Three (3) years experience in a local authority revenue dealing with property rates and consumer accounts.

Applications should be submitted on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, certified copies of qualifications and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Please note that ♦ No late applications will be considered ♦ No faxes and e-mails will be accepted ♦ Fraudulent qualifications or documents will immediately disqualify any application ♦ Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification ♦ Applicants who are not invited for an interview, please accept that your application has been unsuccessful ♦ Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Council at all times reserves the right not to appoint.

Closing date: 20 October 2016 at 12:00

Enquiries: Mrs H Maake (015) 307 8384/8006

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

SR MONAKEDI – MUNICIPAL MANAGER