



ALFRED NZO

DISTRICT MUNICIPALITY

PUBLIC NOTICE NOTICE NO 02/2023/2024

Alfred Nzo District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. ***People with physical disabilities are encouraged to apply.***



Applicants are hereby invited from suitably qualified persons for the following position:

**TEMPORARY EMPLOYEES: REVENUE CLERKS X3
DURATION: 3 MONTHS**

MONTHLY STIPEND: R9 531.54

STATIONED PLACED: ANDM SATELLITE OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • One year certificate in finance in Accounting would be an added advantage • 06 to 12 months experience in revenue section • Competency in the use of computers especially in Excel, Word and Power Point.

KEY PERFORMANCE AREAS: Process and conduct all municipal account operations • Process all payments related to revenue collected • Contribute to service excellence initiatives • Process all applicable administrative work • Initiate corrective measures and safeguard the municipality against potential revenue losses • Maintaining revenue information and record keeping on the system • Filing transactional documentation and correspondence • Administer the issuing of tender documents • Retrieve information to support query resolution • Perform any other duties as may be required by the supervisor.

ZHS

Closing date: 14 November 2023 @ 12:00

Please note: Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website (www.andm.gov.za) and a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo District Municipality, ERF 1400 Ntsizwa Street or Private Bag X 511, Mount Ayliff, 4735. Appointment will be subject to appropriate security clearance/criminal record check, a competency as well as reference and qualification checks.** If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful. The council reserves the right not to fill the position. Alfred Nzo District Municipality is an equal opportunity and affirmative action employer and people from designated groups.

LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED

All enquiries should be directed to Mr. S FIKENI, HR Officer by telephone at (039) 254 5000.



**ZAMILE H. SIKHUNDLA
MUNICIPAL MANAGER**