

EMAKHAZENI LOCAL MUNICIPALITY

VACANCY

Emakhazeni Local Municipality consists of four units of service namely, Emakhazeni, Dullstroom, Emgwenya and Entokozweni. The municipality is responsible for providing basic services to eight (8) wards, many of which are rural in character. Emakhazeni Local Municipality needs the services of competent, motivated persons with the necessary qualifications and experience for the following vacancy, to assume duties as soon as possible.

- DEPARTMENT** : Financial Services Department
- POSITION** : 1 x Meter Reader (Entokozweni)
1 x Meter Reader (Siyathuthuka)
- SALARY** : Task Grade 3 (R 103 194.36pa)
- REQUIREMENTS** : Ability to read, write and calculate, computer literacy will be an added advantage, the applicant must be a resident of Emakhazeni.
- DUTIES** : Read meters and render administration duties in respect thereof by preparing meter cards in terms of consumer and route, open meters to ensure that the meter is in a good working condition, take readings on a monthly basis for water and electricity, Calculate consumption, enter readings into book record monthly meter readings on the debtors system to ensure that the billing is done timeously, answer all relevant consumer queries, verify the correctness of the readings, in case of queries, ensure that a backup is done on a daily basis for all computer transactions and ensure the safe keeping of the back-up tape, assist with sorting of water and electricity accounts and binding of registers, perform any other duties that may be assigned by the Accounting Officer or his/ her designate.
- BENEFITS** : All usual fringe benefits applicable to a category 2 Municipality

Note: Emakhazeni Local Municipality is an equal opportunity employer and considering Employment Equity, women candidates and people living with disabilities are encouraged to apply.

Application forms are available at all Municipal Offices in Emakhazeni, Entokozweni, Dullstroom and Emgwenya, and should be addressed to:

The Acting Municipal Manager
P.O. Box 17
BELFAST
1100

Enquiries: Mrs. S. Matsane/Mr. NM Nkosi @ (013) 253 7600

CLOSING DATE: 19 June 2020 @ 12H00

If you do not hear from us by 30 June 2020 consider your application not successful.
The Municipality reserves the right to appoint or not to appoint any person.



ML MAMALEKA
ACTING MUNICIPAL MANAGER