

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

POSITION : ADMIN CLERK/BENEFICIARY
SECTION : HOUSING AND ADMINISTRATION
REFERENCE : EDP/BEN/6/11/24
REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 9 OF
MERAFONG CITY LOCAL MUNICIPALITY(R 262 121.38 PER ANNUM,
EXCLUDING BENEFITS)

REQUIREMENTS: Grade 12 • Computer Literacy; MS Office • 2-5 year's relevant experience • A valid code B drivers license.

RESPONSIBILITIES: Administrative Support regarding Human Settlements Division. • Processing applications and information related to activities associated with housing applications. • Coordinate and Conduct Education on the Housing Education Consumer (HCE) Programme on waiting list applications, subsidy applications, new home ownership and title deeds. • Providing information to attorneys regarding title deeds and management of the transfer process. • Performing tasks/activities associated with the provision of general clerical/office support. • Performing administrative activities associated with the preparation of agendas and typing of minutes for meetings. • Any other related duty as requested by the Supervisor.

COMPTENCIES: Core professional competencies • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Influencing • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Competencies** • Business Process • Use of Technology • Data Processing & Analysis • **Public Service Orientation Competencies:** Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus • **Personal Competencies:** Action Orientation • Resilience • Change Readiness • Learning Orientation • Cognitive Ability.

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

POSITION : ADMIN CLERK/RESETTLEMENT
SECTION : HOUSING AND ADMINISTRATION
REFERENCE : EDP/PM/7/10/24
REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 9 OF
MERAFONG CITY LOCAL MUNICIPALITY(R 262 121.38 PER ANNUM,
EXCLUDING BENEFITS)

REQUIREMENTS: Grade 12 • Computer Literacy; MS Office • 2-5 year's relevant experience • A valid code B drivers license.

RESPONSIBILITIES: Preparing lease agreement and addendum of agreement. • Creating new debtor account. • Issuing of rental cards of payment purposes. • After transaction, complete request registry to close old file and open new tenant file in accordance with the new transactions. • Conducting periodical local inspections on properties. • Updating occupational status in terms of regularization, formalization, or substitutions. • Representing the department as landlord of the property. • Identifying properties to be disposed through Enhanced Extended Discount Benefit Scheme EEDBS. • Promoting of EEDBS through workshops, educating stakeholders. • Conducting social survey to establish correct status of occupation of properties against completed EEDBS forms, debtor system and or file information. • Preventing double subsidization by conducting checks on deed searches and database searches. • Identify the relevant property lot number. • Preparing of pre-transfer documents such as deeds sale, rate clearance certificate, transfer duty, affidavit of status and other attached copies. • Ensuring that state attorney or private Conveyancer is instructed to pass transfers. • Preparing monthly report. • Ensuring that state attorney and private attorney is instructed to pass transfers.

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Please note that within the framework of Council's Employment Equity Plan and in promoting Gender Equality – people living with disability, female and previously disadvantaged candidates are especially encouraged and invited to apply. 