

**DIRECTORATE: FINANCE**

**POSITION : CLERK RATES AND TAXES**  
**SECTION : REVENUE**  
**REFERENCE : FIN/CRT/6/11/24**  
**REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 10 OF MERAFOG CITY LOCAL MUNICIPALITY (R 227 853.06 EXCLUDING BENEFITS)**

**REQUIREMENTS:** Grade 12 • Computer Literacy: MS Office. • 0-2 years of experience.

**RESPONSIBILITIES:** Maintaining accurate records of rate and taxes payments. Handle rate and tax inquiries and dispute. Maintaining rate and taxes payers accounts. Processing rate payment and update records. Prepare and send rate and taxes notices and reminder, calculating and apply rate and taxes rebates/adjustments. Processing and verify tax payments. Updating tax and rates records and accounts.

**COMPETENCIES: Core Professional Competencies** • Oral Communication • Written Communication • Organisation Awareness • Costing • Financial Reporting • Problem Solving • Planning and Organizing • **Functional Competencies** • Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting • Financial Process Management • **Public Service Orientation Competencies** • Interpersonal Relationships • Service Delivery Orientation • Communication • **Personal Competencies** • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.

**DIRECTORATE: FINANCE**

**POSITION : CASHIERS**  
**SECTION : REVENUE**  
**VACANCY : X4 POST**  
**REFERENCE : FIN/CAS/7/11/24**  
**REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 10 OF MERAFOG CITY LOCAL MUNICIPALITY (R 227 853.06 PER ANNUM, EXCLUDING BENEFITS)**

**REQUIREMENTS:** Grade 12• Computer Literacy; MS Office• 0-2 years relevant experience required.

**RESPONSIBILITIES:** Rendering customer service in providing customers with a receipt for money received. Administer pre-paid sales. • Handling customer enquiries to provide the customer with an excellent service delivery. • Administering manual and electronic payment of connection fees, deposits for

services and actual service accounts. • Balancing totals for cash and other takings received with records to ensure all payments are correctly allocated. • Reporting and reconciling amounts collected, float balancing, cash balancing and cheque balancing. • Prepare daily summary and cash reports. • Receiving payment by cash, cheques, credit cards, or automatic debits (EFT). • Issuing receipts, refunds, credits, or change due to customers. • Counting money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. • Handling telephonic and walk-in enquiries. • Filling all source documents that have accompanied payments. • Balancing cash books on a daily basis before booking and balance receipt books if the system is not operational. • Providing assistance and support during the audit period. • Performing any other duties required from time to time.

**COMPETENCIES: COMPETENCIES: Core Professional Competencies** • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation 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 • Cognitive Ability • Learning Orientation.

**DIRECTORATE: FINANCE**

**POSITION** : **CLIENT SERVICES**  
**SECTION** : **REVENUE**  
**VACANCY** : **X6**  
**REFERENCE** : **FIN/CS/8/11/24**  
**REMUNERATION** : **IN ACCORDANCE WITH JOB LEVEL 10 OF**  
**MERAFONG CITY LOCAL MUNICIPALITY (R 227 853.06 PER ANNUM,**  
**EXCLUDING BENEFITS)**

**REQUIREMENTS:** Grade 12 • Computer Literacy; MS Office • 0-2 years relevant experience required.

**REQUIREMENTS:** Attends to dissatisfied consumers/consumer queries regarding payment advice, electricity and water consumption and tariff structure to promote payment for municipal services. • Receives complaints regarding faulty meters, records details in a complaint register and informs relevant Technicians of the problem for corrective action. • Advises consumers on methods of payment to ensure recovery of arrears payments. • Arranges for distribution of information/message printing on payment advice to consumers to inform them on topics such as tariff increases, water