

**MOSSEL BAY MUNICIPALITY**  
Mossel Bay Municipality, an employer committed to equal employment, invites persons  
to apply for the undermentioned vacancy

**ACCOUNTANT: SERVICES BILLING**  
**REVENUE SERVICES**  
**(FINANCIAL SERVICES)**

**MOSSEL BAY**

**PERMANENT APPOINTMENT**

**APPLICANTS RESIDING WITHIN THE WESTERN CAPE SHALL BE CONSIDERED FOR THE**  
**SHORTLIST OF CANDIDATES**

**REQUIREMENTS**

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6)
- Computer Literate (MS Office applications)
- Minimum of 2 to 5 years' relevant experience
- Supervisory experience
- Valid Code B driver's license (manual vehicle)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work overtime after normal office hours when required

**COMPETENCIES REQUIRED**

**Core Professional Competencies:**

- Assists with the preparation and reviewing of training material, policies and guidelines
- Sound report writing skills
- In-depth knowledge of issues impacting service delivery
- Identifies various alternative options and selects most appropriate solutions

**Functional Competencies:**

- Aware of and able to apply the principles of GRAP
- Uses techniques such as time series and index numbers to interpret accounting data
- Contributes to the planning and allocation of resources
- Prepares forecasts of income and expenditure
- Contributes to cost management by value analysis and cost reduction techniques

**Public Service Orientation:**

- Accurately captures expectations, ideas and concerns
- Organises and presents own perspective in a logical manner
- Professional in interaction with the general public and stakeholders

**Personal Competencies:**

- Pushes self and motivates others for results
- Stays calm and focused under pressure, responding constructively to adverse situations
- Demonstrates logical, consequential thinking and develops new ways to solve problems

**Leadership Competencies:**

- Sets out work for others in a well-planned and organised manner
- Diagnoses performance issues and determines appropriate developmental interventions
- Provides individuals with guidance on how to handle new or difficult situations

## **KEY PERFORMANCE AREAS**

- Administer and manage meter reading services
- Reconcile monthly movements with ledger in relation to relevant votes
- Review water, electricity, refuse, sewerage and availability fees
- Review and adjust consumer deposits
- Review adjustment journals for incorrect levies
- Provide support regarding consolidation of billing information to facilitate the production of financial statements
- Coordinate the recording and processing procedures for billing of services rendered
- Verify and authorize payment/journal vouchers
- Manage and control tasks/activities associated with personnel performance, productivity and discipline
- Provide information to consumers on the status of accounts

**SALARY SCALE:** All-inclusive total package of ±R534 587.62 – R683 443.869 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13<sup>th</sup> cheque included.

**BASIC SALARY:** R386 219.63 – R501 850.32 per annum (T12)

**CLOSING DATE:** 21 JULY 2023

(No applications received after 13h00 will be accepted)

### **GENERAL:**

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.***
- **Applications in writing on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. Alternatively, **electronic applications accompanied by the official application form and a comprehensive CV may be e-mailed to [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za)**. These conditions are compulsory and **failing to comply will automatically lead to disqualification of the applicant.**
- Application forms are available on the Municipal website ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) or electronically available from the contact persons mentioned hereunder.
- Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form.
- Shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N De Wet or Ms F Mpondo at telephone number (044) - 6065000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

**MR. C PUREN**  
**MUNICIPAL MANAGER**

**MOSSELBAAI MUNISIPALITEIT**  
**Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming nooi**  
**persone om vir die ondergemelde vakature aansoek te doen**

## **REKENMEESTER: DIENSTE HEFFINGS**

### **INKOMSTEDIENSTE** **(FINANSIËLE DIENSTE)**

#### **MOSSELBAAI**

#### **PERMANENTE AANSTELLING**

#### **AANSOEKERS WOONAGTIG IN DIE WES-KAAP SAL VIR DIE KORTLYS VAN KANDIDATE**

#### **OORWEEG WORD**

#### **VEREISTES**

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6)
- Rekenaarvaardig (MS Office toepassings)
- Minimum 2 tot 5 jaar verwante ondervinding
- Toesighouding ondervinding
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om oortyd na normale kantoorure te werk wanneer vereis word

#### **VEREISTE BEVOEGDHEDE**

##### **Kern Professionele Bevoegdheide:**

- Help met die voorbereiding en hersiening van opleidingsmateriaal, beleide en riglyne
- Sterk verslagskryf vaardighede
- In-diepte kennis van kwessies wat dienslewering beïnvloed
- Identifiseer verskeie alternatiewe opsies en kies mees geskikte oplossings

##### **Funksionele Bevoegdheide:**

- Bewus van en in staat om beginsels van GRAP toe te pas
- Gebruik tegnieke soos tydreeks en indeksnommers om rekeninkundige data te interpreteer
- Dra by tot die beplanning en toekenning van hulpbronne
- Stel vooruitskattings van inkomste en uitgawe op
- Dra by tot kostebestuur deur waarde analise en kosteverminderingstegnieke

##### **Publiekediens Oriëntasie:**

- Vang verwagtinge, idees en bekommernisse akkuraat vas
- Organiseer en bied eie perspektief aan in 'n logiese wyse
- Professionele interaksie met die algemene publiek en belanghebbendes

##### **Persoonlike Bevoegdheide:**

- Druk self en motiveer ander vir resultate
- Bly kalm en gefokus onder druk, reageer konstruktief op nadelige situasies
- Demonstreer logiese, konsekwente denke en ontwikkel nuwe manier om probleme op te los

### **Leierskap Bevoegdhe:**

- Sit werk uiteen vir ander op 'n goed beplande en georganiseerde manier
- Diagnoseer prestasiekwessies en stel toepaslike ontwikkelingsintervensies vas
- Voorsien leiding aan individue oor hoe om nuwe of moeilike situasies te hanteer

### **SLEUTEL PRESTASIEAREAS**

- Administreer en bestuur meterlesingsdienste
- Rekonsilieer maandelikse bewegings met Grootboek in verhouding tot relevante poste
- Hersien water, elektrisiteit, vullis, riool en beskikbaarheidsfooie
- Hersien en pas verbruikersdepositos aan
- Hersien aanpassingsjoernale vir foutiewe heffings
- Voorsien ondersteuning aangaande konsolidasie van faktureringsinligting om die produksie van finansiële state te fasiliteer
- Koördineer die vaslegging en prosesseringprosedures vir fakturering van dienste gelewer
- Verifieer en magtig betaling/joernaalbewyse
- Bestuur en beheer take/aktiwiteite geassosieerd met personeelprestasie, produktiwiteit en dissipline
- Verskaf inligting aan verbruikers oor die status van rekeninge

### **SALARISSKAAL:**

**Alles-insluitende totale pakket van ± R534 587.62 – R683 443.869 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13<sup>de</sup> tjek ingesluit.**

**BASIESE SALARIS: R386 635.56 – R501 850.32 per jaar (T12)**

**SLUITINGSDATUM: 21 JULIE 2023**

**(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)**

### **ALGEMEEN:**

- Kortlys kandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- ***Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.***
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Alternatiewelik, kan **elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV, per epos gerig word aan [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za)**. Hierdie voorwaardes is verpligtend en **versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) of elektronies beskikbaar van die kontakpersone hieronder genoem. Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlys kandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N De Wet of Me F Mpondo by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

**MNR C PUREN  
MUNISIPALE BESTUURDER**

## **UMASIPALA WASEMOSSEL BHAYI**

**UMasipala waseMosssel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo**

### **UMGCINI-MALI: IINKONZO ZOMISELO-MATYALA**

#### **IINKONZO ZENGENISO**

#### **(IINKONZO ZEMALI)**

#### **EMOSSEL BHAYI**

#### **INGQESHO ESISIGXINA**

### **ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BAYA KUQWALASELWA KULUHLU**

### **OLUFUTSHANE LWABAGQATSWA**

### **IIMFUNO / OKULINDELEKILEYO**

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu seMfundo Ephakamileyo seminyaka emithathu (3) ( ubuncinane iNqanaba lika NQF 6)
- Ulwazi ngeNgqondo-mtshini i(Khompyutha) { linkqubo zika – MS Office}
- Ubuncinane amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ongqamene nesi sithuba
- Amava okuphatha
- Impepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kufuneka usebenze ixesha elongezelelweyo emva kweeyure zesiqhelo zomsebenzi xa kuyimfuneko.

### **OKULINDELEKE UKUBA UKWAZI UKUKWENZA**

#### **Ugqibelelo olungangqa-phambili Lolwazi:**

- Ukuncedisa ekulungisweni nasekuhlaziyweni kwezinto zoqeqesho, imigaqo-nkqubo kunye nezikhokelo
- Ubhalo-ngxelo olucikidekileyo
- Ulwazi olunzulu lwemibandela enempebelelo ekuhanjiseni kweenkonzo
- Ukuchonga iindlela ezizezinye nokukhetha ezizezona zifanelekileyo ekusonjululweni kweengxaki

#### **Ugqibelelo ngokungqamene nomsebenzi:**

- Ube unolwazi kwaye ukwazi nokusebenzisa iinkqubo ze GRAP
- Ukusebenzisa ubuchwepheshe obufana nokulandelelana kwamaxesha kunye nolandelelwaniso lwamanani ekutolikeneni iingcombolo zobalo
- Ukufaka igalelo kucwangciso nasekuboneleleni ngemithombo
- Ukwenza uqikelelo lwengeniso kunye nenkcitho
- Ukufaka igalelo kulawulo lweendleko gokuhlalutya lwamaxabiso kwakunye nobuchule bokucutha iindleko.

#### **Uqhelwaniso neNkonzo kaRhulumente:**

- Ukushicilela ngokuchanekileyo oko kuqikelelweyo, iimbono kunye neenxalabo
- Ukuququzelela kwanokuveza eyakho imbono
- Ukunxibelelana ngendlela egqibeleleyo nangembeko kunye noluntu gabalala kunye nabanye abachaphazelekayo.

Ubuchule bogqibelelo obulindelekileyo emntwini-buqu:

- Ukuzityahla wena ubuqu kwanokukhuthaza abanye ngenjongo yeziphumo ezintle
- Ukuhlala uzolile kwaye unikezele ingqwalasela xa uphantsi koxinzelelo, uphendula ngendlela eyakhayo kwiimeko ezigwenxa
- Ukubonakalisa ulandelelwano, ingqiqo xa ucinga kwanokuveza iindlela ezintsha zokusombulula iingxaki

#### **Ugqibelelo kulawulo:**

- Ukucwangcisa abanye imisebenzi ngendlela ecwangcisiweyo neqiqileyo
- Ukuvavanya imibandela yomgangatho womsebenzi ze umisele ungenelelo lophuhliso olufanelekileyo
- Ukunika umkhomba-ndlela kwabanye ngendlela ekufuneka baqubisane ngayo neemeko ezinzima.

#### **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukulawula iinkonzo zokufundwa kweemithara
- Ukulungelelanisa iinkqubo zeemali ezibhaliweyo zenyanga kumqulu wemali ngokungqamene nezabelo ezibandakanyekayo zemali
- Ukuhlaziya iimali zamanzi, ezombane, ezokuthuthwa kwenkunkuma kunye nezogutyulo
- Ukuhlaziya kwanokulungisa iidipozithi zabathengi
- Ukuhlaziya amaxwebhu e imeyile malunga nemirhumo engafanelekanga
- Ukunika inkxaso malunga nokudityaniswa kweengcombolo zomisele-matyala ngenjongo yokuveza amaxwebhu e imeyile
- Ukulungelelanisa ukushicilelwa kwaneenkqubo zomisele lwamatyala ezikhutshiweyo
- Ukuqwalasela kwanokugunyazisa intlawulo/amaxwebhu entlawulo
- Ukulawula imisebenzi/iintshukumo ezingqamene nokusebenza kwabaqeshwa, imveliso kunye nesimilo sabo
- Ukukhuphela abathengi ulwazi malunga nesimo samatyala abo.
- kunye neerejista.

#### **UMLINGANISELO WOMVUZO:**

**Umgodlo uwonke omalunga ne ±R534 587.62 – R683 443.86 ngonyaka.**

**Izibonelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo yeBhonasi zibandakanyiwe apha.**

**UMVUZO OSISISEKO: R386 635.56 – R501 850.32 ngonyaka (T12)**

**UMHLA WOKUVALA: 21 JULY 2023**

**(Izicelo ezifunyenwe emva kwentsimbi 13h00 aziyi kwamkelwa)**

#### **GABALALA:**

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo kubandakanya ukuvavanyelwa izakhono zokuqhuba
- Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwayi-CV egqibeleleyo, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500.
- Kungenjalo, izicelo ezenziwe ngobuchwepheshe nezikhatshwa yifomu yesicelo esesikweni kunye ne CV egqibeleleyo zingathunyelwa nge-imeyile ku admin@mosselbay.gov.za Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.

- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) okanye ungazithumela nge-imeyile xa uthe waqhakamshelana nabantu abachazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi zoqobo eziqinisekisiweyo zeziqumfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn F Mpondo kule nombolo yomnxeba (044) - 606 5000.
- Ukuba umenzi-sicelo akufumenanga mpendulo kwisicelo sakhe kwisithuba seentsuku ezingama-40, angathabatha ukuba isicelo sakhe asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele ekuthobeleni iimfuno zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

**MNU C PUREN**

**UMPHATHI KAMASIPALA**