

MATJHABENG MUNICIPALITY



INTERNAL/EXTERNAL ADVERTISEMENT

FINANCE

SENIOR CASHIERS (11 POSITIONS)

SALARY: R276 096 – R364 284p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 10/9

MINIMUM REQUIREMENTS:

National Certificate in Accounting or Equivalent Qualification. Three (3) years relevant experience. Good understanding of the Municipal Finance Management Act, Municipal Systems Act and any other related legislative requirements. Certificate in Municipal Finance Management will be added advantage. Applicant must have a Valid driver's license. Applicant must have an Advance Computer Literacy skill. Applicant must have a good understanding and implementation of MSCOA.

KEY PERFORMANCE AREAS

- Communicate with the customer and attend to specific payment or sale enquiries and/ or provide information on tariffs for specific services.
- Calculate balances and explain transactional recordings and penalties applicable and/ or provide information on specific products/ services (metered service cards, hall hiring tariffs)
- Collects and counts payment tendered verifying total against amount due and/ or seeking identification, checks recording and processes cheque payments.
- Issue receipt reflecting amount tendered and confirms recording with the customer.
- Coordinate and control procedural administrative requirements, record keeping, and reporting deadlines associated with the functionality.
- Separate denominations and commence with control counting sequences.
- Tally amounts and verify cash totals to receipts issued.
- Capture overnight cheque deposit details, printing receipts against payment tendered and record transactional details on the cheque prior to submitting for further processing.
- Verify cash receipts schedule/ reports against cash/ cheque totals with the immediate superior and/ or attend and rectify deviations in recordings or counts prior to forwarding for depositing.

METER READERS (36 POSITIONS)

SALARY: R154 800 – R176 244 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 16/15

MINIMUM REQUIREMENTS:

Grade 10. Experience as a meter reader in the municipal environment will be an added advantage. Valid Code B driver's license will be added as an advantage. Computer literacy (MS Word, Excel).

KNOWLEDGE, SKILLS AND COMPETENCIES

Must be able to read. Must be able to write clearly, add and subtract numbers. Basic Knowledge of Computer. Must be able to transport meter readers to workplace. A person who can do an audit on an installed metering panel and report on irregularities (photos where necessary). Added advantage would be to have an electrical background and a person that can change a faulty meter and/or install a replacement meter. Must be willing to work overtime when required. Must be able to handle conflict situations (disputes of consumers). Must have the ability to function under pressure.

KEY PERFORMANCE AREAS

- Reading meters. (Taking photos compulsory)
- Ensuring that all meters are read correctly.
- Recording reading of all meters listed in the reading sheet.
- Providing reason for all unread meters in the meter sheets.
- Reporting illegal connections and any abnormalities around meters.
- Identifying meters that are not in the reading sheets.
- Ensuring that meters are sequenced correctly.
- Ensuring that the meter physical address in reading sheets corresponds with the house number and the street name.
- Confirming the details of an account holder where possible.
- Ensuring meter reading are correct and accurate.
- Verifying meter/s as requested.
- Reporting faulty meters, leaks and pipe bursts.
- Providing customers with interpretation and explanation of meter reading.
- Forwarding customer queries to Customer Care Centre.
- Assisting customers with information e.g direction to Engineering Department
- Ensuring that customers are served and satisfied.
- Ensuring that meters are read and completed within the deadline date.
- Ensuring that accounts are billed timeously and accurately.

- Attending ad-hoc meetings as requested.
- Initiating special projects.
- Report to respective Managers on data captured, tenant information, meter data irregularities, etc.
- To engage and assist in miscellaneous projects within the scope of business.
- Assisting with monitoring on disconnected services.
- Assisting with assets verification processes during yearly audits.
- Assisting in other projects within the municipality.

Enquiries regarding the above positions can be forwarded to Recruitment office @ 057 391 3181

- Candidates are requested to forward the complete application form and a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Building the Municipal Main Building, Room 5, 3rd Floor, Welkom.
- Applicants are also encouraged to submit their applications online via the municipality's official website: <https://mlmjp.matjhabeng.co.za>.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councilor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

CLOSING DATE: 18 FEBRUARY 2026

Please note: If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

ACTING MUNICIPAL MANAGER