



**MOHOKARE**  
LOCAL MUNICIPALITY

P. O. Box 23, Zastron, 9950

Tel: 051 673 9600

Fax: 051 673 1550

E-mail: info@mohokare.gov.za

www.mohokare.gov.za

**Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.**

**Applications are invited from suitably qualified persons to fill the following position.**

**INTERNAL ADVERT**

**SENIOR DEBTORS CLERK**

**REMUNERATION: R225 732.00**

**QUALIFICATIONS AND REQUIREMENTS:**

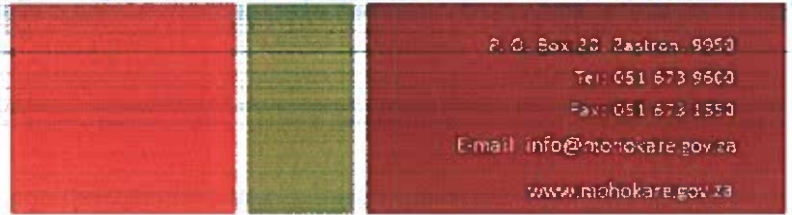
Have a 3-year National Diploma in Cost and Management Accounting or an equivalent related qualification. Have a valid driver's license. Must have at least 4 years working experience in the Revenue Section specializing in office Admin and Clerical duties.

**ROLES AND RESPONSIBILITIES:**

- Responsible for annual rates changes to ensure timely adjustment of financial systems to send out correct accounts.
- Responsible for the supervision over service accounts and the posting thereof to promote sound financial management.
- Responsible to administer the valuation roll to ensure proper control and managing of the cemetery.
- Supervise and issue instructions to the cashiers to ensure the efficient rendering of cashier services and the execution of proper financial control procedures.
- Supervise and issue instructions to the Meter Readers to ensure proper functioning in their section.
- Regularly report to the Accountant to promote sound service delivery and timeous resolutions.



**MOHOKARE**  
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950

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E-mail: [info@mohokare.gov.za](mailto:info@mohokare.gov.za)

[www.mohokare.gov.za](http://www.mohokare.gov.za)

**CLOSING DATE: 10<sup>th</sup> September 2021 @ 16H30**

For enquiries contact the Human Resources division on 051- 6739600. ONLY MUNICIPAL APPLICATION FORMS ([www.mohokare.gov.za](http://www.mohokare.gov.za)) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

**Human Resource Manager**  
Mohokare Local Municipality  
P.O. Box 20  
Zastron  
9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

**Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.**

  
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**Mr. Selby Selepe**  
Municipal Manager

**Mohokare**  
Local Municipality

**02-09-2021**

Corporate Services