



MARULENG MUNICIPALITY

65 SPRINGBOK
STREET
P.O. BOX 627
HOEDSPRUIT
1380

TEL : (015) 793 2409
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FAX : (015) 793 2341

MOPANI DISTRICT

CORPORATE SERVICES

LOCAL ADVERT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions:

Position : Grader Operator X 2
Directorate : Technical Services
Type : Permanent
Remuneration: R191 878.52 per annum

Requirements: Minimum grade 10/NQF level 2 qualifications. Code EC1 plus PrDP. One (1) to two (2) years relevant experience, functional literacy for the job. Plant machinery theory and practical training certificate from registered institution.

Responsibilities: Perform activities at the worksite prior to and on completion of allocated maintenance assignments. Complete internal transactional documentation (e.g. vehicle checklist, log sheet, progress report, etc.) and related forms. Performs the operation of heavy specialized mechanical plant during road and storm water maintenance activities. Drive and manoeuvring heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences. Perform operation tasks of heavy mechanical plant during roads and storm water maintenance activities. Coordinate roads and storm water maintenance. Performs the operation of heavy specialized mechanical plant during road and storm water drainage maintenance activities

Position : Senior Billing Clerk
Directorate : Budget and Treasury
Type : Permanent
Remuneration: R191 787.52 per annum

Requirements: Grade 12. Diploma in Commerce or related fields. Knowledge of customer care services. Computer literacy. Driver's License is an added advantage.

Responsibilities: Administer income generations. Open and close consumer accounts. Register the accounts in the municipal billing system for correct monthly bills. Capture meter readings on the billing system. Coordinate the correction of addresses with the valuation Officer for revenue collections. Prepare and Issue monthly billing statements.



Monitor consumer bills. Make follow-ups on unpaid accounts and update the supervisor. Monitor unpaid accounts and referred to Debtors Clerk for cut-offs. Make corrections for consumer accounts, debts and credit. Facilitate the printing and posting of consolidated bills to customers. Execute procedures with respect to the receipting and reconciling of services related revenue. Supervise recording and updating of registers. Supervise subordinates and cashier on a daily basis.

Position : Cashier
Directorate : Budget and Treasury
Type : Permanent
Remuneration: R163 033.08 per Annum

Requirements: Grade 12 or equivalent qualification with Maths and Accounting and Certificate in Financial Management, customer services certificate. Computer literacy. Driver's License.

Responsibilities: To provide and render an effective and efficient income collection function in the municipality. Receive payments for services. Banking of Cash received. Provide customer care services. Maintain all documentation and records of transactions. Analyse and explain accounts on request by customers. Perform any other administrative tasks related to the function.

Position : Cashier
Directorate : Community Services
Type : Permanent
Remuneration: R163 033.08 per Annum

Requirements: Grade 12 and computer literacy. A valid driver's license will be an added advantage.

Responsibilities: Application forms administration. Renewal of motor vehicle. Registration of motor vehicles. Application of learners licences, driver's license and PrDP certificate. Receiving of payment from the applicants for transactions completed. Filling of application forms and issuing of motor trade numbers and temporary Special permit. Attend to queries

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applications should be in the form of a prescribed application form on municipal website, curriculum vitae and certified copies of qualifications and identity document should be directed to: Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380.

Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 22 October 2021 at 12H00. Direct your enquiries to Mrs Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 793 2409.

