SIYANCUMA MUNICIPALITY

INTERNAL / EXTERNAL ADVERTISEMENT

NOTICE: 02/2026-27

Siyancuma Municipality, an equal opportunity, affirmative action employer with its headquarters in Douglas, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunities:

Vacancy: **Clerk Revenue x 1**

Duration: **Permanent**

Task: **T 6 R168 300 – R245 976 Per Annum** (plus benefits: pension fund, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

The Revenue Clerk is responsible for accurately managing revenue received from levy payers and grant funders. This includes recording information into relevant accounts, resolving enquiries, and providing guidance on the correct procedures to ensure accurate levying and collection of service charges.
In addition, the role supports clerical banking functions, including electronic and manual banking processes, document management, and ensuring the safe handling and retrieval of records.
The clerk also processes indigent support information, ensuring that eligible individuals receive Free Basic Services by verifying data, generating reports, and administering related procedures.
Further duties include coordinating accounting procedures within the Consumer Billings Section, verifying and reconciling account receivable transactions, supporting the recovery of overdue accounts, and managing administrative processes related to revenue collection and adjustments.

DUTIES

- Support revenue billing and account administration by processing transactions, reconciling accounts, adjusting consumer tariffs, and ensuring compliance with municipal guidelines.
- Ensure accuracy and timeliness in reporting, addressing queries related to salary benefits, meter readings, and consumer accounts.
- Provide clerical and administrative support, handle payments and documentation, and assist with meter processes such as reconnections, disconnections, and audits.
- Maintain clear communication with departments to resolve operational queries and ensure compliance with all regulations.

FUNCTIONAL CO-ORDINATION

MONITORING AND CONTROLS

Clerical Support – Bank Transfers:

- Reconciles debtor accounts, downloads bank statements, allocates payments to accounts, processes corrections and journal entries, and liaises with various departments and public.
- Ensures banking transactions are properly recorded and balanced.

Information Recordkeeping:

- Maintains and updates records, ensures retrieval of information to support queries and decision-making, and updates files with current information.

Processing & Reporting – Indigent:

- Verifies and processes indigent applications, prepares work-in-progress reports, maintains filing systems, and ensures accurate reporting on indigent trends and creditors.

Cash Receipting:

- Processes payments from the public, issues receipts, records fees, and balances cash received.
- Ensures efficient handling of customer enquiries and payment transactions.

Documentation & Recordkeeping:

- Attaches receipts, deposit slips, and maintains transaction records.
- Ensures documentation is filed for future verification and retrieval.

Accounts Administration:

- Identifies and processes income transactions, balances cashier receipts, prepares banking, and handles credit control measures.
- Ensures correct processing of income-related transactions.

Credit Control:

- Monitors customer accounts, sends reminder notifications, interacts with departments for disconnections, and prepares documents for legal proceedings on overdue accounts.

Enquiries/General Support:

- Responds to enquiries, maintains records, transfers files for deductions, and resolves issues related to revenue.

Financial Reporting & Information Processing:

- Verifies tariffs and revenue recordings, conducts accounting practices, prepares monthly reports, and ensures accurate billing prior to distribution.

Valuation Roll & Transaction Processing:

- Maintains and reconciles the valuation roll, verifies receipts and journal entries, and balances financial records.
- Ensures accurate processing of transactions.

Filing & Recordkeeping:

- Maintains electronic data and files, reports on record-keeping systems, and ensures records are updated and accessible.

Payroll, Accounts, and Administrative Support

- Efficiently manage payroll processing, including updating salary information, processing benefits and deductions, and maintaining accurate payroll and employee records.

SUPERVISION AND PERSONNEL DEVELOPMENT

Controls the key performance areas and critical outputs of personnel within the Section, by

- Providing guidelines/guidance to personnel on the application of procedures.
- Implementing remedial measures/corrective action to align performance and output against agreed standards.
- Appraising performance levels, setting objectives and measuring accomplishment or establishing reasons for non- conformance.
- Instituting disciplinary action for non-conformance to and/or providing details of serious breaches to terms and conditions of employment/codes of conduct to the immediate superior for attention and execution of disciplinary procedures.

TRANSACTIONAL PROCEDURES AND APPLICATIONS
COMMUNICATION AND REPORTING

QUALIFICATIONS

- Book-keeping Certificate (NQF level 5)
- Grade 12 / Matric
- Code B driver's license
- Computer Literacy (Ms Word, Excel, Outlook and PowerPoint)
- Experience: 1-2 years

Sound knowledge of MFMA, Analytical, fault-finding and problem-solving skills. Good supervisory skills. Good communication skills. Attention to detail.

PLEASE NOTE THAT RESIDENTS OF SIYANCUMA MUNICIPAL AREA WILL RECEIVE PREFERENCE FOR THE ABOVE MENTIONED POST

NB: For full details of the advertisements, applicants are requested to visit the municipal website: www.siyancuma.gov.za

Interested persons are requested to forward application form together with a comprehensive CV (applications without the application form will not be considered) and certified copies of qualifications to the Municipal Manager.

Enquiries can be directed to the Human Resources Practitioner, Mr. M. Morobeng at 053 298 1810.

Closing Date: **10 November 2026 @ 16:30**

Physical address:

Municipal Manager
Siyancuma Municipality
P.O Box 27
Douglas
8730

Siyancuma Municipality
13 Charl Cilliers Street
Civic Centre
Registry Office
Douglas

.....
Madoda Vilakazi
Municipal Manager