

# BLUE CRANE ROUTE MUNICIPALITY



## Blue Crane Route Municipality

NOTICE 25/2022

### **DIRECTORATE: COMMUNITY SERVICES**

**EXAMINER: MOTOR VEHICLES / TRAFFIC OFFICER  
TASK GRADE 10  
SALARY SCALE: R239 272.00 – R310 577.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • Examiner of Motor Vehicle Diploma and Traffic Diploma  
• Registered as an Examiner of Motor Vehicles Grade A and Traffic Officer • Sound knowledge of the National Road Traffic Act • Valid code EC and A Drivers Licence (manual transmission) • and fully conversant with the procedures as contained in the latest procedure manuals for E-Natis operators • 3 years relevant experience • Computer literacy • Bilingual • No criminal record- police clearance certificate (SAPS365) must be attached • Examiner of Drivers Licence Diploma will be an added advantage

**KEY PERFORMANCE AREAS:** Examination of Motor Vehicles for roadworthiness • Handle all relevant administration regarding VTS • Assist with General Law enforcement, roadblock, and operation of the section • •

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**NB : NO FAXED APPLICATIONS WILL BE ACCEPTED**

Enquiries: Mr L. Mqota (042) 243 6400

**Closing date: 17 June 2022**

*Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Blue Crane Route Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender, and disability. The Municipality reserves the right to approve or decline the appointment*

**MR. THABISO KLAAS  
MUNICIPAL MANAGER**

03/06/22  
DATE

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### DIRECTORATE: CORPORATE SERVICES

EMPLOYEE RELATIONS OFFICER  
TASK GRADE 11

SALARY SCALE: R282 468.00-366 375.00 PER ANNUM

#### MINIMUM REQUIREMENTS:

Grade 12 • Advanced Diploma or Degree or B. Tech in Human Resources/ Public Management/ Law / Labour Relations • 2 – 4 years' experience within the Local Government sphere within Human resources or as Labour / employee Relations • Valid Drivers' Licence • Computer literacy • Ability to work under pressure • Ability to communicate • Must have good interpersonal skills • Be a researcher on legislation

#### KEY PERFORMANCE AREAS:

Researches and develops strategic and short-term plans for the Employee Relations functionality • Implements procedures and sequences associated with disciplinary and grievance cases and enquiries • Prepares and represents the Municipality in cases referred for conciliation/ arbitration to the South African Local Government Bargaining Council/ CCMA and oversee the appointment processes of Presiding Officers and Prosecutors for disciplinary hearing and appeals • Coordinates and provides practical training and guidance to Management on procedures and applications associated with specific employee relations • Relationship management with the Employees, Trade Unions and Management Representatives in order to ensure information, advice or opinions on relevant matters is made available and/ or communicated through and accurately interpreted.

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### DIRECTORATE: TECHNICAL SERVICES

**ARTISAN PLUMBER (WATER & SEWER SECTION)  
TASK GRADE 7  
SALARY SCALE: R167 635.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** Relevant NQF level 4 Qualification • Valid trade certificate as Plumber • Valid C1 driver license • Ability to work under pressure • Ability to communicate in one of the three official languages of the Municipality • Must be willing to work in adverse weather conditions • In physical sound and healthy conditions • Prepare to perform overtime and standby duties, including weekends and public holidays as well as over peak periods, as and when needed • Able to give traceable reference checks from previous employers

**KEY PERFORMANCE AREAS:** Responsible to monitor reservoir and sewer pumps • Responsible for repairs and maintenance of water & sewer pipelines (mains) and fittings • Installation and maintenance of sewer connections and new mains • Installations and maintenance of water meter, service connections and new mains • Responsible for materials and scores requisitions • Record keeping of daily work • General maintenance of domestic installations of municipal buildings • Responsible for on-site Occupational Health Safety • Responsible for Municipal and assets and equipment • Responsible for Supervision of staff

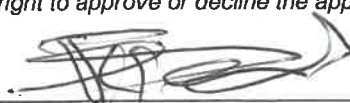
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## Blue Crane Route Municipality

**NOTICE 25/2022**

**DIRECTORATE: FINANCE SERVICES**

**ACCOUNTANT: REVENUE  
TASK GRADE 12  
SALARY SCALE: R333 491.00 PER ANNUM**

**MINIMUM REQUIREMENTS:** • National Diploma or B. Com Degree with Accounting as a major subject (NQF Level 7) • 3 - 5 Years' experience in revenue management

**KEY PERFORMANCE AREAS:** Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures • Providing support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements • Preparing statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations • Interaction with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions • Analysing and verifying transactional recordings, Debtor reports and summaries and, processing or approving adjustments to entries • Reconciling Debtor accounts and proceeding with the posting and balancing of ledger accounts • Generating reminder notifications for circulation to overdue debtors and/ or communicating, calculating and establishing payment terms and conditions with defaulters • Attending to the compilation of the annual billing schedule, daily billing parameter, and controlling the validation process for correctness of data entered • Auditing the pre-billing metered process validation and reporting discrepancies to the Manager for authorisation • Authorising daily billing runs, scrutinising billing runs for abnormally high accounts, and reporting to the Manager • Generating Debtor Age Analysis reports and check the status of accounts with a view to referring arrear/ overdue accounts for further action • Coordinating the banking and balancing of revenue collections • Analysing and evaluating the consolidated rates and valuations system in terms of best practise to facilitate effective revenue collections • Analysing and verifying transactional recordings, Debtor reports and summaries, approving adjustments to entries, and monitoring reminder notifications for circulations to overdue debtors and establishing payment terms and conditions with defaulters • Analysing and evaluating complex customers complaints/ queries on rates and valuations, with a view to, implementing measures and enhancing customer satisfaction • Verifying information regarding ownership details, calculating adjustments and journalise before capturing information onto the financial system • Verifying of rates clearance certificates, payment vouchers, requisitions, etc, and the consolidation of properties in accordance with new applications • Balancing of the computerized valuation roll though the reconciliation of valuation-roll movements, and adjustments caused by the valuation roll movement and change of ownership • Implementing interim valuations, approved tariffs and balancing of valuation roll • Sourcing and interpreting sales agreements from the Business concessions, capturing and adjusting of accounts, calculating DSF rebates, writing off balances, etc. • Reconciling of rates, service charges and miscellaneous charges and compiling error reports • Clearing of income suspense accounts to ensure proper allocation of funds received, identifying

receipts in the suspense account and tracing and following up on depositors of such monies for declaration • Reviewing daily banking balancing to avoid under/ over banking, and signing off as proof of review • Updating cashbook with the receipts received through the bank and over the counter for the preparation of the monthly report • Tracing from the bank statements, cheques returned by the bank, to process journal reversing to such payments • Performing debtor's reconciliations to maintain an accurate, complete and valid levy payer account • Verifying and preparing information extracted by Consolidated Billing Database, compiling statistical graphs and reports, and submitting for management purposes

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