



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**SENIOR VALUATION OFFICER
REVENUE AND EXPENDITURE
FINANCIAL SERVICES
FS/RE/REV/CAV/VB/01**

The successful candidate will report to the Chief Accountant: Consumer Accounts and Valuations

Minimum Requirements: • A relevant 3-year tertiary qualification, preferably a National Diploma or Degree with Financial Accounting as major subject or National Diploma in Property Valuations (Associate Valuer with Restrictions: Municipal Property Valuations) • 2-5 years relevant experience • Valid Driver Licence (minimum Code B)

Other Requirements: Accounting and Numeric skills, Time Management-, Problem Solving-, Analytical- and Conflict-skills, • Computer literate in MS Office, Outlook • Ability to work under pressure and adhere to strict deadlines • Good communication skills in at least two of the three official Western Cape languages (Afrikaans, English, Xhosa) • Good interpersonal and Customer Service skills • Work overtime when required • Knowledge of Council's Policies/By-laws and relevant Local Government legislation, especially the Municipal Property Rates Act, No 6 of 2004

Responsibilities: • Administration and Management of municipal valuations in accordance with the Municipal Property Rates Act • Plan, organise and manage the procedures to finalise General Valuations, Supplementary Valuations and Valuation Appeal Board hearings • Manage and administrate the Valuation Management System • Manage the contractual responsibilities and administration of the appointed external service providers, including the Municipal Valuer and his staff • Manage the inter-departmental processes applicable on valuation changes between Town Planning, Building Control and other relevant departments • Perform month-end and year-end reconciliations, statistics and the budget of the Section • Supervise and control all client correspondence and complaints in respect of the Section • Perform system administration relevant to the section • Assisting in Internal and External (Auditor General) audits • Co-ordinates and control tasks/activities associated with controlling of personnel performance, productivity and discipline • General Administrative duties of the Section • Effective communication and interaction with the public, external government- and municipal departments

Added Advantage: Municipal Minimum Competency would be an added advantage. Supervisory experience in a Valuation environment of a Local Authority

Job related enquiries: Pieter Wagener at (021 808 8531)

General Enquiries: Lucretia Koegeleberg 021 808 8102

Salary: R 377 620.22- R 490 165.60

Plus benefits

NOTE: Amended salary scales will be implemented in accordance with the Collective Agreement when new cost of living increase is determined

Applications, clearly marked, accompanied by a comprehensive CV, a covering letter, and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: financejobs@stellenbosch.gov.za

Please state the name of the position in the subject of your email for identification purposes.

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licenses, Professional Driver's Permits, and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged, and no supporting documentation will be returned. No copies of certified copies will be accepted.

Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Closing date 02 September 2024



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.
