STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

CLERK RATES AND TAXES x2
REVENUE
FINANCIAL SERVICES
REF: FS/RE/REV/CAV/TR/05&08

Minimum requirements: Grade 12 with Accounting ● One Year Relevant Experience in an accounting environment ● Computer Literacy in MS Office Applications

Other Requirements: ● Strong Numerical Skills ● Sound interpersonal and customer service skills ● Ability to work accurately under pressure ● Read with understanding (Legal documents and service agreements) ● Good communication skills in at least two of the three official languages of the Western Cape

Responsibilities/Duties: ● Day to day administration, functions and record keeping with regards to the Rates Section. This includes but is not limited to Rates Clearance figures and certificates, Deeds registration reports, public enquiries, reconciliations and statistics. Attending meetings when required, which may entail travelling.

Job related enquiries: Mr Pieter Wagener – 021 – 808 8531

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 or Ms. Evan Williams 021 808 8059
Ms Lisa Patience 021 808 8064

Salary: Salary: R 141 814.55 - R 183 178.95 **Plus Benefits**

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of a T.A.S.K outcome

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Applications, clearly marked and accompanied by an application form, a comprehensive CV, certified copies of qualifications 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

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted.

Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za 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, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

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: 19 May 2025

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.