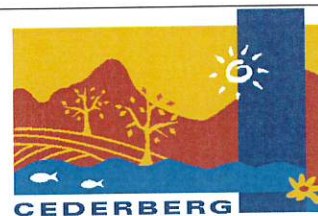


**CEDERBERG MUNICIPALITY**  
**VAKATURES / VACANCIES**  
**NOTICE NUMBER: 39 / 2024**



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

## LOCAL ADVERTISEMENT (CEDERBERG MUNICIPAL AREA)

**DIRECTORATE: FINANCIAL SERVICES**  
**JOB TITLE: SENIOR CLERK - CREDITORS**  
 (THE POSITION WILL BE STATIONED IN CLANWILLIAM)

**Duties:** Assist to manage the recording, authorisation, executing and reporting of creditors, ad hoc payments transactions and EFT payments on the system • Performs activities / tasks associated with the rendering of a creditor duty and responsible for the timely co-ordinating and preparation of expense vouchers to settle the Council's accounts and to prepare expense vouchers for the payment of creditors • To perform main job functions in the Department Financial Services (Expenditures) and to ensure quality creditor service delivery • Communicating with external companies regarding default payments / accounts • Capturing information on computer and preparing proof to send to supervisor • Reviewing order forms, vouchers and account statements before official payment occurs • Updating creditor master file with relevant captured information • The full scope of duties is contained in the job description.

**Requirements:** Grade 12 with Accounting • Fluent in two of the three official languages of the Western Cape • Computer literate in Ms Word / Excel / Outlook • Attention to detail • Protocol and business ethics • Good communication abilities • Able to handle conflict • Able to work under pressure • Time management • 2-5 years relevant experience.

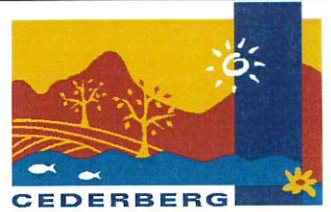
**Remuneration:** T7 (R 185 345.04 – R 240 604.92) per annum plus normal municipal benefits.

The competency level for this positions is a level 2 (ADMINISTRATIVE COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> <li>Written Communication</li> <li>Oral Communication</li> <li>Attention to Detail</li> <li>Influencing</li> <li>Ethics and Professionalism</li> <li>Organisational Awareness</li> <li>Problem Solving</li> <li>Planning and Organising</li> </ul>	<ul style="list-style-type: none"> <li>Business Processes</li> <li>Use of Technology</li> <li>Data Processing &amp; Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Interpersonal Relationships</li> <li>Communication</li> <li>Service Delivery Orientation</li> <li>Client Orientation and Customer Focus</li> </ul>	<ul style="list-style-type: none"> <li>Action Orientation</li> <li>Resilience</li> <li>Change Readiness</li> <li>Cognitive Ability</li> <li>Learning Orientation</li> </ul>	<ul style="list-style-type: none"> <li>Impact and influence</li> <li>Team Orientation</li> <li>Direction Setting</li> <li>Coaching and Mentoring</li> </ul>



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**CLOSING DATE FOR APPLICATIONS:** 22 March 2024 at 12h00.

**ENQUIRIES:** Contact Alice Wilton / Izaan Tieties at 027 482 8000 during office hours.

**PLEASE SPECIFY WHICH POSITION YOU APPLY FOR!**

**IMPORTANT:**

Forward your application in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 or via email: [recruitment@cederberggraad.o.za](mailto:recruitment@cederberggraad.o.za) Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: [www.cederbergmunicipality.co.za](http://www.cederbergmunicipality.co.za) and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

**NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED**

**THE COUNCIL STRONGLY SUPPORTS A FULLY VACCINATED WORKFORCE**

**G MATTHYSE**  
**MUNICIPAL MANAGER**