



DR. PIXLEY KA ISAKA SEME LOCAL MUNICIPALITY

22x INDIGENT MONITORS (02 per Ward) (Fixed Term Contract)

Applications are invited from suitably qualified candidates for appointment as Indigent Monitors in the Finance Department (Budget and Treasury)

Remuneration: R130.00 rate per day (12 Months Fixed Term Contract)

ESSENTIAL REQUIREMENTS

Applicant should be in possession of Grade 12 with Mathematics. Must be Computer Literate (completed qualification for Computer Certificate).

ADDITIONAL INFORMATION

Candidate must reside within Dr Pixley Ka Isaka Seme Local Municipality. Must be between the age of 18 to 35 years.

WORK RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

Experience of working in communities. Must be able to work under all weather conditions. Must have knowledge of Microsoft Windows applications; ability to read and write; ability to capture; compile; sort and verify data collected. Must be Bilingual and be able to communicate with customers.

Core Functions	*Delivery of customer statements. Reports water leaks. Conduct manual verification of indigent applications. Interviewing of potential clients. Attend and participate in indigent campaigns in your area. Collecting and verifying customer data. Updating of customer information on the billing system to ensure that proper customer details are captured.
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Enquiries must be directed to: The Human Resources Manager, Mr I M Shabangu during office hours at 017 734 6100.


A covering letter clearly stating the position applying for, comprehensive Curriculum Vitae, originally certified copies of ID and qualifications must accompany your application form. Applications should be made on the Application Form for Employment which can be obtained from the Municipality. A person who fails to complete an application form, his or her application will not be considered.

Completion of the approved municipal assessment process coupled with vetting of qualifications, criminal record and previous employer checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidate will have to sign an employment contract.

Interested and appropriately qualified people should address their applications to:

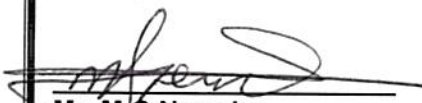
The Acting Municipal Manager Mr. MG Nyembe, Dr. Pixley Ka Isaka Seme Local Municipality, Private Bag X9011, Volksrust, 2470 or for attention of The Acting Municipal Manager Mr. MG Nyembe, Municipal Offices; Cnr. Nelson Mandela Drive and Adelaide Tambo Street, Volksrust, 2470

If no reply is received within 30 days after the closing date, applicants must accept that the application was unsuccessful. The Council reserves the right not to make an appointment.

Women and people with disabilities are encouraged to apply. People with disabilities must state the nature of their disability in the application. 

NB. Applications submitted electronically or per facsimile shall be disqualified. Proof of canvassing and other unacceptable conduct will automatically disqualify an applicant.

Closing Date: 02 March 2023 at 16H30


Mr. M/G Nyembe
Municipal Manager (Acting)
Notice No: /2023