



Namakwa
District Municipality

EXTERNAL ADVERTISEMENT

A golden opportunity to be part of the unique charm of Namaqualand and its people!

With its head office in Springbok and regional office in Calvinia, Northern Cape, NDM is an affirmative action employer. Applications, on the Council's prescribed application form, which is available at Reception or on the Council's website (see below ad) are awaited from competent persons to apply for the following vacancies in Springbok.

Senior Clerk (Creditors) **Contract post until 30 June 2022** **Reference: 24/2021**

REQUIREMENTS AND EXPERIENCE: • An appropriate tertiary qualification (diploma or certificate) in financial management, management accounting, Local Government Finance or Financial Accounting as a major in your final year
• Be computer literate • Have good written and oral communication skills • 2 years previous experience will be to your advantage.

KEY PERFORMANCE AREAS: • Handle daily direct creditors payments on Solar / Venus financial system • Handle daily petty cash payments • Handle enquiries

SALARY: • Post level T6 notch 1 (R 135 408 per annum)

GENERAL • Benefits such as medical aid, pension and group life insurance are offered • Proof of medical membership must be provided to qualify for benefit • Originally certified copies of your identity document, qualifications, driver's license and two recent references or testimonials younger than 1 year, with a full Curriculum Vitae should accompany your application • **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED** • If you do not hear from us within 14 days, you must accept the application as unsuccessful • No Faxes, e-mail and late applications will be considered • Candidates who do not meet requirements, should not apply • Application Forms must be signed • **THE PRESCRIBED FORM OF NDM MUST BE COMPLETED AND NOT A Z83 FORM** • A separate application form with proof is required for each post • Applications must reach the Springbok office / on the closing date and time indicated • Successful candidates must register with SARS or themselves register and proof of registration must be submitted • **WOMEN, YOUTH AND PERSONS WITH DISABILITIES ARE WELCOME TO APPLY. CANDIDATES MAY BE SUBJECTED TO SECURITY AND REFERENCE CHECKS DURING INTERVIEW.**

FOR FURTHER ENQUIRIES:
The Chief Financial Officer
Tel: (027) 712 1120, Fax: (027) 712 8040
E-mail: rajivd@namakwa-dm.gov.za
Website: www.namakwa-dm.gov.za

SEND APPLICATIONS TO:
The Municipal Manager
Namakwa District Municipality
Hendrik J Visser Building
Private Bag X20
SPRINGBOK
8240 and mention the relevant reference number

CLOSING DATE: 29 October 2021 at 12:00