



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

Cape Winelands District Municipality strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity Employer, we currently offer the following vacancy to an appropriately qualified and experienced individual.

CREDIT CONTROLLER

Job Profile:

- Implement creditor payment policies and procedures to ensure compliance
- Manage processes and activities pertaining to the capturing of outstanding creditors
- Manage processes pertaining to payment authorization of outstanding creditors
- Reconciliation of suspense and creditor control votes
- Ensure payments are made timeously towards payments timeframe to avoid penalties
- Coordinate and control of all procedures relating to the Expenditure Section
- Apply budgetary control in accordance with council policies and procedures
- Supervision of subordinates, ensuring that duties are performed up to standard and advice and guidance are given on various matters
- Manage and control balancing of creditors for the financial year end and provide and assist the Auditor General with requested information during the yearly audit

Requirements:

- Grade 12
- Computer literacy: MS Office
- 2 – 5 years' relevant experience
- Good communication skills in at least two of the three official languages of the Western Cape Province
- Must be accurate and responsible

CORE PROFESSIONAL COMPETENCIES	FUNCTIONAL COMPETENCIES	PUBLIC SERVICE ORIENTATION COMPETENCIES	PERSONAL COMPETENCIES	MANAGEMENT / LEADERSHIP COMPETENCIES
<ul style="list-style-type: none"> • Written Communication • Oral Communication • Attention to Detail • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising 	<ul style="list-style-type: none"> • Business Processes • Use of Technology • Data Processing & Analysis 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Client Orientation and Customer Focus 	<ul style="list-style-type: none"> • Action orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation 	<ul style="list-style-type: none"> • Team Orientation • Direction Setting

Salary band: R240 732 – R312 360 per annum

Post Level: T9

Work Centre & Reference: Stellenbosch (149)

Closing date for applications: 18 July 2023 at 16:00

APPLICANTS ARE ENCOURAGED TO COURIER THEIR APPLICATIONS TO THE FOLLOWING ADDRESS:

STELLENBOSCH OFFICE

29 Du Toit Street / 46 Alexander Street
STELLENBOSCH
7600

OR HAND DELIVER THEIR APPLICATIONS TO THE FOLLOWING ADDRESSES:

STELLENBOSCH OFFICE

29 Du Toit Street /46 Alexander Street
STELLENBOSCH
7600

PAARL OFFICE

194 Main Street
PAARL
7646

WORCESTER OFFICE

51 Trappes Street
WORCESTER
6850

CERES OFFICE

27 Munnik Street
CERES
6835

ROBERTSON OFFICE

40 Van Reenen Street
ROBERTSON
6705

MONTAGU OFFICE

50A Bath Street
MONTAGU
6720

Fringe benefits include: pension / retirement fund, medical scheme, group life insurance, 13th cheque and a non-pensionable accommodation allowance. Details regarding the comprehensive list of fringe benefits are available on request.

The closing date for applications is regarded the date on which minimum requirements as stipulated in this advertisement should be met by applicant. No supplementary documents will be accepted after the closing date. Applicants must acquire the prescribed application form from Ms KA August on (021) 8885120 or Ms TI Mpoli on (021) 8885159. [Duly 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,](#) are to be forwarded to the Municipal Manager, Cape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 in a sealed envelope and endorsed with the relevant post name on the envelope.

It should be noted that applications that do not adhere to the above mentioned prescriptions will not be considered, neither will late, faxed and / or electronically applications be considered.

In the event of any inconsistency between the English, Afrikaans and isiXhosa advertisement, the English advertisement will prevail.

Please note that, should no feedback be received by 31 October 2023 candidates may assume that their applications have been unsuccessful.

Canvassing will disqualify a candidate.



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Kaapse Wynland Distriksmunisipaliteit strewre na dinamiese en effektiewe dienslewering aan die gemeenskap binne sy regsgebied. As 'n Gelyke Indiensneming-werkgewer, beskik ons tans oor die onderstaande vakature vir 'n toepaslike gekwalifiseerde en ervare persoon.

KREDIETKONTROLEUR

Posbeskrywing:

- Implementeer beleide en prosedures met betrekking tot die betaling van krediteure om nakoming te verseker
- Bestuur prosesse en aktiwiteite in verband met die vaslegging van uitstaande krediteure
- Bestuur prosesse in verband met die magtiging van betalings aan uitstaande krediteure
- Rekonsiliasie van tussenrekening- en krediteurebeheer-begrotingsposte
- Verseker dat betalings betyds volgens tydraamwerk vir betalings gemaak word om boetes te vermy
- Koördineer en beheer alle prosedures in verband met die Afdeling Uitgawes
- Toepassing van begrotingsbeheer in ooreenstemming met Raadsbeleide en -prosedures
- Toesighouding oor ondergeskiktes en verseker dat take volgens standaard verrig word, en verskaf advies en leiding oor verskillende aangeleenthede
- Bestuur van en beheer oor die balansering van krediteure vir die finansiële jaareinde en verleen hulp aan die Ouditeur-Generaal met inligting wat tydens die jaarlikse oudit aangevra word

Vereistes:

- Graad 12
- Rekenaargeletterdheid: MS Office
- 2 – 5 jaar toepaslike ondervinding
- Goeie kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap Provinsie
- Moet akkuraat en verantwoordelik wees

KERN-PROFESSIONELE BEVOEGDHEDE	FUNKSIONELE BEVOEGDHEDE	STAATSDIENS-GEORIËNTEERDE BEVOEGDHEDE	PERSOONLIKE BEVOEGDHEDE	BESTUURS-/LEIERSKAP-BEVOEGDHEDE
<ul style="list-style-type: none">• Skriftelike kommunikasie• Mondelinge kommunikasie• Noukeurigheid• Etiek en professionalismisme• Organisasoriese bewustheid• Probleemoplossing• Beplanning en organisering	<ul style="list-style-type: none">• Sakeprosesse• Gebruik van tegnologie• Dataverwerking en -ontleding	<ul style="list-style-type: none">• Interpersoonlike verhoudinge• Kommunikasie• Kliëntgerigtheid en kliëntefokus	<ul style="list-style-type: none">• Aksie-oriëntasie• Veerkragtigheid• Gereedheid vir verandering• Kognitiewe vermoëns• Leeroriëntasie	<ul style="list-style-type: none">• Spanoriëntasie• Rigtingstelling

Salarisreeks: R240 732 – R312 360 per jaar

Posvlak: T9

Standplaas en Verwysing: Stellenbosch (149)

Sluitingsdatum vir aansoeke: 18 Julie 2023 om 16:00

AANSOEKERS WORD AANGEMOEDIG OM HUL AANSOEKE NA DIE VOLGENDE ADRES TE KOURIER:

STELLENBOSCH KANTOOR

Du Toitstraat 29 / Alexanderstraat 46
STELLENBOSCH
7600

OF AANSOEKE KAN PER HAND AFGELEWER WORD NA DIE VOLGENDE ADRESSE:

STELLENBOSCH KANTOOR

Du Toitstraat 29 / Alexanderstraat 46
STELLENBOSCH
7600

PAARL KANTOOR

Hoofstraat 194
PAARL
7646

WORCESTER KANTOOR

Trappesstraat 51
WORCESTER
6850

CERES KANTOOR

Munnikstraat 27
CERES
6835

ROBERTSON KANTOOR

Van Reenenstraat 40
ROBERTSON
6705

MONTAGU KANTOOR

Badstraat 50
MONTAGU
6720

Byvoordele sluit in: pensioen- / aftreefonds, mediese skema, groeplewensversekering, 13de tjeek en 'n nie-pensioengewende akkommodasie toelae. Besonderhede rakende die omvattende lys van byvoordele is op aanvraag beskikbaar.

Die sluitingsdatum vir aansoeke word beskou as die datum waarop aansoekers aan die minimum posvereistes soos gestipuleer in hierdie advertensie, moet voldoen. Geen ondersteunende dokumente sal na die sluitingsdatum aanvaar word nie. Die voorgeskrewe aansoekvorm waarop aansoek gedoen moet word, is verkrygbaar by Me KA August by (021) 8885120 of Me TI Mpoli by (021) 8885159. [Aansoeke, vergesel van oorspronklik gewaarmerkte, ware afskrifte van kwalifikasiesertifikate \(grade, diplomas, sertifikate, skoolsertifikate, ens.\), asook die vereiste rybewyse, Professionele Bestuurspermitte en registrasiesertifikate van beroepsriggame, waar toepaslik](#), moet teruggestuur word aan die Munisipale Bestuurder, Kaapse Wynland Distriksmunisipaliteit, Posbus 100, Stellenbosch, 7599.

Neem asseblief kennis dat aansoeke wat nie aan die bogenoemde voorskrifte voldoen nie, nie oorweeg sal word nie. Aansoeke wat laat, per faks en / of elektronies ontvang word, sal ook nie in aanmerking geneem word nie.

In die geval van enige teenstrydigheid tussen die Engelse, Afrikaanse en isiXhosa-advertensie, sal die Engelse advertensie voorrang geniet.

Neem asseblief ook kennis dat indien geen terugvoer teen 31 Oktober 2023 ontvang is nie, kandidate kan aanvaar dat hul aansoeke onsuksesvol was.

Gunswerwing sal 'n kandidaat diskwalifiseer.



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UMasipala waseCape Winelands uzama ukunika inkonzo eshukumayo nenetsingiselo kuluntu oluphantsi kolawulo lwawo. NjengomQeshi onobuLungisa bomSebenzi sinika kutsha-nje izithuba kumntu olungele ngokufanelekileyo kwaye abanamava.

UMONGAMELI WETYALA

Iprofayile yomsebenzi:

- Ukuzalisekisa iinkqubo neepolisi zentlawulo yomntu onetyala ukuqinisekisa ukuthobela
- Ukulawula iinkqubo nemisebenzi ngokuphathelele ekubambeni abantu abanamatyala angahlawulwayo
- Ukulawula iinkqubo eziphathelele kwintlawulo egunyazisiweyo yabantu abanamatyala angahlawulwayo
- Uxolelaniso lwentandabuzo neevoti zokulawula umntu onetyala
- Ukuqinisekisa ukuba iintlawulo zenziwa ngexesha lamaxesha amisiweyo entlawulo ukuphepha izohlwayo
- Ukulungelelaniso nolawulo lweenkqubo zonke eziphathelele kwiCandelo leNkcitho
- Ukusebenzisa ulawulo loqingqo-mali ngokuphathelele kwiipolisi neenkqubo zebhunga
- Ukongamela abangaphantsi kuye ukuqinisekisa ukuba imisebenzi iyenziwa ngokomgagatho nokucebisa nokukhokhela okunikwa kwimicimbi eyahlukeneyo
- Ukulawula nokuvavanya ulungelelaniso lwabantu abanamatyala ekupheleni konyaka-mali nokubonelela nokunceda umPhicothi-zicwadi Jikelele nolwazi oluceliweyo ngexesha lokuphicothwa kweencwadi

Iimfuneko:

- IBanga le-12
- Ulwazi lwekhompyutha: MS Office
- 2 – 5 iminyaka yamava afanelekileyo
- Izakhono zonxibelelwano ezilungileyo kwiilwimi ezimbini ubuncinane kwiilwimi ezintathu ezisemthethweni kwiPhondo laseNtshona Koloni
- Kufuneka athi ngqo kwaye abe noxanduva

UBUCHULE BOKUSEBENZA OBUNGUNDOQO	UBUCHULE BOKUSEBENZA	UBUCHULE BOQHELANISO NENKONZO YOLUNTU	UBUCHULE BOBUQU	UBUCHULE BOLAWULO NOBUNKOKHELI
<ul style="list-style-type: none"> • Unxibelelwano lokubhala • Unxibelelwano lomlomo iingxaki • Inggalelo kwiinkcukacha • Ubuchule bemikhwa esesikweni • Ukuqonda ulungiselelo • Ukusombulula iingxaki • Ukuqulunqa nokulungiselela 	<ul style="list-style-type: none"> • Iinkqubo zeshishini • Ukusebenzisa ubuchwepheshe • Ukulungisa idatha & nokucazulula 	<ul style="list-style-type: none"> • Ubdlelwane • Unxibelelwano • Uqhelaniso lomxumi nengqalelo yomxhasi 	<ul style="list-style-type: none"> • Uqhelaniso lokwenza • Unyamezelo • Ukulungela utshintsho • Uqheliso olusebenzayo • Ubuchule bokuqonda • Uqhelaniso lokufunda 	<ul style="list-style-type: none"> • Uqhelaniso neqela • Ukubeka umyalelo

Umvuzo ohlawulwayo: R240 732 – R312 360 ngonyaka

Umgangatho wesikhundla: T9

Iziko lokusebenza& negunya: eStellenbosch (149)

Umhla wokuvalwa kwezicelo: 18 kweyeKhala ngowama- 2023 ngentsimbi ye- 16:00

ABACELI BAKHUTHAZWA UKUBA BATHUMELE NGEPOSI IZICELO ZABO KWEZI DILESI ZILANDELAYO:

I-OFISI YASESTELLENBOSCH

29 Du Toit Street / 46 Alexander Street
STELLENBOSCH
7600

OKANYE BAHAMBISE IZICELO ZABO KWEZI DILESI ZILANDELAYO:

KWI-OFISI YASESTELLENBOSCH

29 Du Toit Street /46 Alexander Street
STELLENBOSCH
7600

KWI-OFISI YASEPAARL

194 Main Street
PAARL
7646

I-OFISI YASEWORCESTER

51 Trappes Street
WORCESTER
6850

I-OFISI YASECERES

27 Munnik Street
CERES
6835

I-OFISI YASEROBERTSON

40 Van Reenen Street
ROBERTSON
6705

I-OFISI YASEMONTAGU

50A Bath Street
MONTAGU
6720

Umphetho wenzuzo uqukae: Ipenshini/ingxowa-mali yomhlala-phantsi, inkqubo yonyango, i-inshorensi yobom beqela, itsheki ye-13 nesibonelelo sendawo yokuhlala. Iinkcukacha eziphathelele kuluhlu olubanzi lomphetho wenzuzo luyafumaneka xa luceliwe.

Umhla wokuvalwa kwezicelo uthathwa njengomhla apho iimfuneko ezimiselwe njengobuncinane kwesi sibhengezo kufuneka zifezekiswe ngabaceli. Akukho maxwebhu ongezelelweyo aya kwamkelwa emva komhla wokuvalwa. Abaceli kufuneka bazuze ifomu yesicelo emiselweyo kuNksz/Nkzn KA ngeyeThupha kule nombolo (021) 8885120 okanye kuNksz/Nkszn TI Mpoli kule nombolo (021) 8885159. [Izicelo ezigqityiweyo zokugala ezikhatshwa zikopi zeziginisekiso/izatifikethi ezizizo zokugala ezifungelweyo \(izidanga, iidiploma, izatifikhethi, izatifikhethi zesikolo, njalo, njalo\) namaphepha-mvume afunekayo. Amaphepha-mvume okughuba obuchule nezatifikhethi ezibhaliswe kumagela obuchule, apho kuyimfuneko, zingeniswa kuMunicipal Manager, Cape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 ngemvulophu evaliweyo kwaye evunye ligama leposi efanelekileyo elikwimvulophu.](#)

[Kufuneka kuqatshelwe ukuba izicelo ezingahambisani nemiyalelo echazwe ngasentla azisayi kuthathelwa ngqalelo, nezisemva kwexesha, ezifeksiwe okanye zizicelo zombane.](#)

Kwimeko apho kukho ukuguquguquka kwisibhengezo sesiNgesi, sesiBhulu nesesiXhosa, isibhengezo sesiNgesi siya koyisa.

Nceda uqaphele ukuba xa ingekho ingxelo oyifumeneyo ngomhla wama-31 kweyeDwarha umgqatswa uya kucinga ukuba isicelo sakhe asiphumelelanga.

Ukukhankasa kuya kuthintela umgqatswae