



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.

PRINCIPAL CLERK: EXPENDITURE

Job Profile:

- Processing of documentation for the payments of creditors
- Handle all creditor queries and complaints
- Handle queries from employees concerning creditor payments
- Perform all administrative tasks related to the creditors section

Requirements:

- Grade 12 with Accounting or Mathematics
- 1 – 2 years' relevant experience
- Computer Literacy: MS Office
- Ability to work accurately; meet deadlines and make independent decisions
- Ability to perform under stressful situations
- Strong numeracy skills
- Sound interpersonal skills
- Proficiency in at least two of the three official languages of the Western Cape (read, write and speak)

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• Influencing• Ethics & Professionalism• Organisational Awareness• Problem Solving• Planning & Organising	<ul style="list-style-type: none">• Business Processes• Use of Technology• Data Processing & Analysis	<ul style="list-style-type: none">• Interpersonal Relationships• Communication• Service Delivery Orientation• Client Orientation and Customer Focus	<ul style="list-style-type: none">• Action orientation• Resilience• Change Readiness• Learning Orientation	<ul style="list-style-type: none">• Team Orientation• Direction Setting

Salary band: R180 192 – R233 820 per annum

Post Level: T7

Work Centre & Reference: Stellenbosch (152)

Closing date for applications: 11 April 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 kerishni.august@capewinelands.gov.za. [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.

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

Canvassing will disqualify a candidate.



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

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.

HOOFKLERK: UITGAWES

Posbeskrywing:

- Verwerk dokumentasie vir die betaling van krediteure
- Hanteer alle navrae en klagtes van krediteure
- Hanteer navrae van werknemers oor die betaling van krediteure
- Verrig alle administratiewe take in verband met die krediteure-afdeling

Vereistes:

- Graad 12 met Rekeningkunde of Wiskunde
- 1 – 2 jaar toepaslike ondervinding
- Rekenaargeletterdheid: MS Office
- Vermoë om akkuraat te werk; spertye na te kom en onafhanklike besluite te neem
- Die vermoë om onder spanningsvolle omstandighede te funksioneer
- Sterk syfervaardighede
- Goeie interpersoonlike vaardighede
- Vaardigheid in ten minste twee van die drie amptelike tale van die Wes-Kaap (lees, skryf en praat)

KERN- PROFESSIONELE BEVOEGDHEDE	FUNKSIONELE BEVOEGDHEDE	STAATSDIENS-GEORIËNTEERDE BEVOEGDHEDE	PERSOONLIKE BEVOEGDHEDE	BESTUURS-/LEIERSKAPBEVOEGDHEDE
<ul style="list-style-type: none">• Skriftelike kommunikasie• Mondelinge kommunikasie• Noukeurigheid• Beïnvloeding• Etiek en professionalisme• 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• Diensleweringsoriëntasie• Kliëntgerigtheid en kliëntefokus	<ul style="list-style-type: none">• Aksie-oriëntasie• Veerkragtigheid• Gereedheid vir verandering• Leer-oriëntasie	<ul style="list-style-type: none">• Spanoriëntasie• Rigtingstelling

Salarisreeks: R180 192 – R233 820 per jaar

Posvlak: T7

Standplaas & verwysing: Stellenbosch (152)

Sluitingsdatum vir aansoeke: 11 April 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 tjek 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 kerishni.august@capewinelandsgov.za. [Aansoeke, vergesel van oorspronklik gewaarmerkte, ware afskrifte van kwalifikasiesertifikate \(grade, diplomas, sertifikate, skoolsertifikate, ens.\), asook die vereiste rybewyse, Professionele Bestuurspermitte en registrasiesertifikate van beroepsliqgame, 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.

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

Gunswerwing sal 'n kandidaat diskwalifiseer.



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

UMasipala waseCape Winelands District uzama ukunika inkonzo esebenzayo neshukumayo kuluntu oluphantsi kolawulo lwayo. Njengomsebenzi womSebenzi onobuLungisa kutsha-nje sinika izithuba somntu onamava nonobulunga obufanelekileyo.

UNOBHALA OYINTLOKO: INKCITHO

Iprofile yomsebenzi:

- Ukulungisa amaxwebhu eentlawulo zabatyalwayo
- Ukuphatha/ukulawula yonke imibuzo yabatyalwayo nezikhalazo zabo
- Ukuphatha imibuzo yabasebenzi ngokuphathelele kwiintlawulo zabatyalwayo
- Ukwenza yonke imisebenzi yolawulo enxulumene necandelo labatyalwayo

Iimfuneko:

- IBanga le-12 abe noCalulo-mali okanye iMathematika
- 1 – 2 iminyaka yamava afanelekileyo
- Ulwazi lwekhompyutha: MS Office
- Ubuchule bokusebenza ngokuchanekileyo, uhlangabezana namaxesha ekufuneka imisebenzi nokwenza izigqibo ezizimeleyo
- Ubuchule bokusebenza phantsi kweemeko ezicinezelayo
- Izakhono zokubala ezomeleleyo
- Ubuciko beelwimi ezimbini kwezintathu ezisemthethweni zaseNtshona Koloni (ukufunda, ukubhala, ukuthetha)

UBUCHULE BENGICALI OBUNGUNDOQO	UBUCHULE BOKUSEBENZA	UBUCHULE BOKUZIHELANISA NENKOZO YOLUNTU	UBUCHULE BAKHO BUQU	UBUCHULE BOBUNKOKHELI/BOLAWULO
<ul style="list-style-type: none">• Unxibelelwano lokubhala• Unxibelelwano lokuthetha• Ingqalelo enzulu• Ukuphemelela• Imikhwa esesikweni & nobuchule• Ingqiqo yokulungiselela• Ukusombulula iingxaki• Ukuqulunqa & nokulungiselela	<ul style="list-style-type: none">• Iinkqubo zamashishini• Ukusebenzisa iteknoloji• Ukulungisa & nokucazulula idatha	<ul style="list-style-type: none">• Unxulumana nobudlelwane• Ukunxibelelana• Ukuziqhelanisa nokuhanjiswa kwenkozi• Ukuziqhelanisa nomxhasi nomthengi	<ul style="list-style-type: none">• Ukuziqhelanisa nesenzo• Ukomelela• Ukuguqula ukufunda• Ukuziqhelanisa nokufunda	<ul style="list-style-type: none">• Ukuziqhelanisa neqela• Ukulungisa ulawulo

Iqela lomvuzo:

R180 192 – R233 820 ngonyaka

Inqanaba lentlawulo:

T7

IziKo lokusebenza & nokuBhekiselele::

eStellenbosch (152)

Umhla wokuvalwa kwezicelo:

11 kuTshaz' impunzi ngowama- 2023 ngentsimbi ye-16:00

ABACELI BAYAKHUTHAZWA UKUBA BATHUMELE NGEPOSI IZICELO ZABO KULE DILESI ILANDELAYO:

STELLENBOSCH OFFICE

29 Du Toit Street / 46 Alexander Street
STELLENBOSCH
7600

KANYE KUHANJISWE NGEZANDLA IZICELO ZABO KWEZI DILESI ZILANDELAYO:

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

Amalungelo aquka: ipenshini/ingxowa-mali yomhlala-phantsi, uncedo lonyango l-inshorensi yobom yeqela, itsheki ye-13, imali yendawo yokuhlala emgenapenshini. linkcukacha eziphathelele kuluhlu olubanzi lamalungelo akhoyo ngokwesicelo.

Umhla wokuvalwa wezicelo uthathelwa kwiimfuno ezincinane ezimiswe kwesi sazi/sibhengezo ekufuneka zizalisekise ngumceli. Akukho maxwebhuungeziweyo aya kwamkelwa emva komhla wokuvalwa. Abaceli kufuneka bafumane ifomu yesicelo emiselweyo kuNksk/Ksz.The KA August kule nombolo (021) 8885120 okanye kerishni.august@capewineland.gov.za. [Izicelo ezigqitywe ngokufanelekileyo ezikhatshwa zikopi ezizizo ezinqiniselweyo kuqala zezatifikhethi zeziqinisekiso \(isidanga, idiploma, isetifikhethi, isatifikhethi sesikolo, njl.njl.\) namaphepha-mvume okuqhuba ayafuneka, maphepha-mvume okuqhuba eNgqali nokubhaliswa kwezatifikhethi kwimibutho yeengqali, apho kuyimfuneko](#), kufuneka zothunyelwe kuMphathi kamasipala , eCape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 ngemvulophu evaliweyo kwaye evumelana negama leposi elifanelekileyo kwimvulophu

Kufuneka kuqatshelwe ukuba izicelo ezinganamatheli kwizimiselo ezichazwe ngasentla azinakuthathelwa ngqalelo, nokokuba kusemva kwexesha, kufeksiwe okanye izicelo zezombane azinakuthathelwa ngqalelo.

Nceda uqaphele ukuba akukho ngxelo iya kunikwa ngomhla wama- 30 kweyeSilimela ngowama-2023 kwaye abagqatswa bangaqikelelq ukuba izicelo zabo aziphumelelangal.

Ukukhankasa akuyi kumlungela umgqatswa.