

**Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:**



## **PRINCIPAL CLERK: REVENUE**

### **Requirements:**

- Grade 12 Certificate
- Computer literacy: MS Office
- 2 to 5 years relevant experience
- Communication skills in at least two of the three official languages of the Western Cape

### **Key Performance Areas:**

- Ensure that all client enquiries on debtor accounts are concluded timeously and satisfactorily.
- Filing of documentation on erf files.
- Maintenance of debtor account information on the financial system, e.g. address details and change of ownership.
- Activate debit orders to ensure that all income are received.
- Process general and transfer journals for corrections or invoices, etc.
- Attend to all correspondence allocated via the document management system.
- Act as Commissioner of Oath.
- Act as relief cashier as and when required.

### **Minimum Competency Framework:**

As provided for in the Local Government: Municipal Staff Regulations:

<p><b>Core Professional Competencies:</b></p> <ul style="list-style-type: none"> <li>- Written en 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>	<p><b>Public Service Orientation Competencies:</b></p> <ul style="list-style-type: none"> <li>- Interpersonal Relationships</li> <li>- Communication</li> <li>- Service delivery</li> <li>- Orientation</li> <li>- Client Orientation and Customer Focus</li> </ul>
<p><b>Personal Competencies:</b></p> <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>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>- Business processes</li> <li>- Use of technology</li> <li>- Data processing &amp; Analysis</li> </ul>

### **DIRECTORATE**

Financial Services

### **DEPARTMENT**

Revenue Management

### **REFERENCE NUMBER**

WC0320140

### **SALARY**

Basic: R211 620

### **CLOSING DATE**

1 July 2026

### **EMPLOYMENT TYPE**

Permanent

### **PLACE OF WORK**

Kleinmond

**Management/Leadership****Competencies:**

- Impact and Influence
- Team orientation
- Direction Setting
- Coaching and mentoring

**How to Apply:****Apply online:****External candidates:**

[www.overstrand.gov.za](http://www.overstrand.gov.za)

**Internal staff:** [Apply on the link provided on the Overstrand Intranet](#)

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on a prescribed application form (available via the online link) will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest
- Applications/ supporting documents larger than 25MB will not be accepted

**Please Note:** Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information please contact Mrs. Elsabe Stadler (028) 3138062. **The Council reserves the right not to make an appointment.**

**In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, retirement, housing subsidy/allowance and removal costs under certain conditions.**