

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: Collections

Requirements:

- Grade 12
- Computer skills- MS Word, Excel, MS Access and general advanced computer skills
- Negotiation skills
- Conflict management skills
- People skills
- Strong numerical skills
- Administration experience
- Communication skills in at least two (2) of the three (3) official languages of the Western Cape
- Broad knowledge of municipal procedures, systems, infrastructure, and legislation -3 years' relevant experience.

DIRECTORATE

Financial Services

DEPARTMENT

Revenue Management

REFERENCE NUMBER

WC0325132

SALARY

Basic: R 221 676 p.a.

CLOSING DATE

30 September 2026

EMPLOYMENT TYPE

Permanent

PLACE OF WORK

Gansbaai

Main Functions:

- Responsible for debt collection process to ensure that all outstanding debts are collected
- Attend to all enquiries regarding arrear accounts
- Blocking/unblocking of prepaid electricity as part of credit control and debt collection
- Assist indigent applicants with the application process
- Negotiate payment terms and arrangements with customers in accordance with relevant policies
- Process journals and invoices to ensure accounts are correct
- Responsible for the collection of tamper fees and related processes
- Attend to and process all enquiries assigned through the document management system within the prescribed timeframes
- Responsible for the filling of documents
- Act as commissioner of oaths as and when required.

Minimum competency framework:

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

Core Professional Competencies:	Functional Competencies:
- Written communication - Oral communication - Attention to detail - Influencing - Ethics and professionalism - Organisational awareness - Problem solving - Planning and organising	- Business processes - Use of technology - Data processing and analysis

Public Service Orientation Competencies: - Interpersonal relationships - Communication - Service delivery orientation - Client orientation and customer focus	Personal Competencies: - Action orientation - Resilience - Change readiness - Cognitive ability - Learning orientation
Management/Leadership Competencies: - Impact and influence - Team orientation - Direction setting - Coaching and mentoring	

How to Apply:

External candidates:

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. C Swartz (028) 313 8055. **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, pension, housing subsidy/allowance and relocation costs under certain conditions.