



EXTERNAL NOTICE

NOTICE 80 OF 2025

The Oudtshoorn Local Municipality, which includes the towns of Oudtshoorn, De Rust and Dysselsdorp, is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality and tourism sectors.

Candidates with the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than six 6 months are requested to attach the outcome report to their application.** **Applicants with no criminal record check report are requested to attach proof of application for a criminal record check to their application.**

**1 X SENIOR ACCOUNTANT: REVENUE ENHANCEMENT
DEPARTMENT: FINANCIAL SERVICES
DIVISION: REVENUE MANAGEMENT
T13 (R444 213 – R576 617)**

**PERMANENT
STATION: OUDTSHOORN**

REF: (WC/045/FS/FS/046)

REQUIREMENTS

- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.
- 5-8 years' experience in Revenue Management in a Local Government Environment, of which 2 years must be supervisory experience.
- Valid Driver's Licence
- Computer Literacy: MS Office
- Proficient in at least two (2) of the three (3) official languages of the Western Cape.

KEY PERFORMANCE AREAS

- Implementation, monitoring and reporting on the Municipal Revenue Enhancement Strategy.
- Coordinates and controls sequences associated with the verification and provision of information related to revenue transactions.
- Preparing statistical reports depicting short-to-medium-term revenue trends.
- Provide feedback to the internal/external auditors on property rates, valuations and revenue enhancement activities.
- Analysing debit accounts and ensuring that corrective actions are taken to rectify any abnormalities.
- Drafting and reviewing relevant property rates policies, by-laws and procedures.
- Monitor and oversight the implementation and capturing of the latest tariffs approved by the Council.
- Coordinates specific administration and financial sequences associated with property valuations and validations.



- Ensuring the accurate implementation of the general valuation roll and supplementary valuations enquiries.
- Attending to all other relevant customer-related enquiries.
- Analyse all sundry income information to ensure the correct charges and information capture on the financial system are correct.
- Any other duties assigned by the Manager, Revenue Management, of the Chief Financial Officer.
- Ensure reporting requirements and information explaining and detailing income sequences and trends are coordinated and disseminated to support planning and procedural evaluation processes.
- Ensure the processing of income-related transactions is completed accurately in accordance with laid down accounting procedures and practices.
- Ensure that rates are levied accurately in accordance with laid-down procedures and practices.
- Ensure the processing of valuations is completed accurately in accordance with laid-down procedures and practices.
- Ensure the processing of sectional schemes information is completed accurately in accordance with laid-down procedures and practices.
- Ensure the processing of property development information is completed accurately in accordance with laid-down procedures and practices.
- Ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines.
- Ensure acceptable performance levels are sustained, and adequate direction is provided, enabling the Branch to accomplish laid down objectives.

- Functional competencies: accounting, procurement, budgeting, financial management, costing, financial reporting, and financial process management.
- Professional Competencies: oral communication, written communication, organisational awareness, problem solving, planning and organizing.
- Public service orientation competencies: service delivery orientation, communication, interpersonal relationships.
- Personal competencies: action orientation, resilience, change readiness, cognitive ability, learning orientation.
- Management/leadership competencies: direction setting, impact and influence, team orientation, coaching and mentoring.

Candidates must be willing to be subjected to an interview, practical and/or written assessment. By completing the application form, applicants give consent that previous employers and references may be contacted, and their qualifications, credit and criminal records be verified.

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, pension fund, medical aid fund, a study assistance scheme and the transport of furniture under certain conditions.



Application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three contactable references, must be submitted to **HR Manager: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620** (submit applications to **Recruitment & Selection Section**), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za. Please note that there is an error on our website with regards to submitting applications via the website.

CLOSING DATE: 09 May 2025 at 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. The council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail or fax will be considered. No late applications will be considered.

MR M YEKANI
MUNICIPAL MANAGER

Date published: 24 & 25 April 2025
