



DEPARTMENT: REVENUE

PRINCIPLE CLERK: METER READING

Minimum Requirements: Grade 12 with Accounting • 2 years' experience in a financial environment • Code B driving license • Computer Literate (MS Office) • Good communication skills in two of the three official languages of the Western Cape

Preferred Requirements: Grade 12 with Accounting • 3-5 years relevant experience which includes supervisory experience • Bilingual • Work well under pressure

Duties will entail: Monitor and process meter reading from the meter reading system query list, investigating and resolving abnormalities promptly • Processing of Municipal Meters (Water and Electricity) on Meter Reading System • Processing of Municipal Meters (Water & Electricity) on the financial system • Customer care and communication with internal and external stakeholders • Processing of the gathered data regarding the maintenance of consumer meters • Administration and General

Competencies: Written Communication • Oral Communication • Attention to detail • Influencing • Ethics and Professionalism • Problem Solving • Planning and Organising • Business Processes • Use of Technology • Data Processing & Analysis • Interpersonal Relationships • Communication • Service Delivery orientation • Client and Customer Focus • Action & Outcome orientation • Resilience • Change readiness • Cognitive ability • Learning orientation • Team orientation • Coaching and Mentoring

T7 (Estimated CTC R 383 858.71 p.a.)

Basic Salary: T7 (R 226 772.07 – R 294 335.56 p.a.)

Enquiries can be directed to: **Ms H Snyders** at 022 701 7011