

EMTHANJENI MUNICIPALITY



INTERNAL ADVERTISEMENT

NOTICE NO: 17/2021

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: FINANCIAL SERVICES

1. SENIOR METER READER (DE AAR)

Salary: R 141 938.00 - R 184 254.00 (Task Level 6)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 12
- NQF Level 4
- 2 years applicable experience
- Communication skills
- Interpersonal skills
- Valid code B Driver's license will be an added advantage
- Computer literacy will be an added advantage
- Bilingualism

OTHER REQUIREMENTS

- Physically able to walk long distances.
- Normal person with good health.
- Work in- and outside office.

- Deadlines for gaining meter readings.

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- To coordinates and controls the activities associated with the reading of meters to ensure the correct calculation of consumption of service users, the field supervision over the Meter Readers and to identify illegal and faulty connections.
- Supervises and controls the activities of the Meter Readers and associated tasks by allocating work to Meter Readers.
- Transport worker to workplace.
- Make sure that meters in all areas are read according to deadlines in monthly planned schedule.
- Daily interaction with meter readers.
- Deadlines –meters to be read in ± 30 day cycle.
- Report faulty meters so that Infrastructure Services can attend to it so that an effective bill can reach the consumer.
- Do spot checks to make sure the meter reading contractor reads efficient.
- Obtain accurate readings to bill the accounts.
- Obtain test readings from Senior Clerk and perform test readings.
- Responsible for taking due care of vehicle
- Log sheets must be completed daily and handed in every week.
- Reporting of any vehicle damage before the end of a shift.
- Daily inspection and checks on vehicle and submit vehicle check sheet monthly.
- Read (KVA Meters) high voltage meters to calculate charges for consumptions
- Receive report of electricity and water meters that have to be re-read by Data Capturer
- Report incorrect sequence and stand number
- Report faulty meter on reading route.
- Identify illegal and faulty connections
- The defect meters must be noted in the meter book, as well as when it is noted that a meter is faulty and where water meters and stop cocks are leaking.
- Note all illegal connections
- Report all illegal connections to supervisor in order to comply with municipal by-laws and to prevent loss of income for council.
- Perform general duties to assist the office by assisting the credit control section with the cutting off of water and electricity to reduce possible loss to Council.
- Assist (the credit control section) with the cutting off of water and electricity to reduce possible loss to the Council
- Receive instructions of work from immediate supervisor

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the

**Municipal Manager, Mr I Visser. Enquiries can be directed to the Chief:
Financial Officer, Mr MF Manuel at 053 632 9100.**

Closing date: 9 April 2021 at 12h00

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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