

PERMANENT POSITIONS**Department: Group Finance****Branch: Management Support Unit****Driver/Messenger****Salary:** R9 326,60 per month (basic salary excluding benefits)**Appointment requirements:** • Grade 12/NQF level 4 • Three (3) years' driving experience • Valid Code C1 driver's licence and PDP • Good knowledge of routes, suburbs and cities.**Primary function:** • Perform tasks/activities associated with transportation of work material/equipment, visitors and employees to and from worksites as and when required • Tasks associated with the collection, batching and distribution of mail and other related administrative support services.**Key performance areas:** • Collect goods, agendas, parcels and other related activities that enable proper functioning of the department • Undertake specific tasks/activities that are associated with the provision of support.**Leading competencies:** Must be able to work nightshift as and when required.**Core competencies:** • Good communication, very articulate and assertive • Coordinating • Computer literacy.**Applications for this position, together with a comprehensive CV, should be forwarded to e-mail:****mlungisr@joburg.org.za Enquiries: Mlungisi Ramatladi, tel. (011) 628 4679****Department: Group Finance****Branch: RSSC – Billing****Accounting Officer: Metered Services****Salary:** R19 632,61 per month (basic salary excluding benefits)**Appointment requirements:** • Grade 12/NQF level 4 with accounting and mathematics or economics and a national diploma in finance (NQF level 6) • One (1) to two (2) years' experience in a billing or related field.**Primary function:** Validate and process the creation of customer consumption bills, and calculate and effect the applicable tariff and rate change using the SAP ISU system.**Key performance areas:** • Analyse and process the change meter exceptions as allocated by the operational manager • Rectify the meter dials that were previously incorrect • Analyse and process the prepaid change meter updates as allocated by the operational manager • Correct and complete the incomplete process where the meter is closed and still linked to an active installation or the contract is closed and linked to an active meter and closed installation • Remove meter as allocated by the operational manager • Rectify the incorrect accounts • Provide management with a report on the challenges experienced with billing process functions during the day • Demonstrate performance on key billing performance areas and indicators against the set targets informed by baselines • Adhere to the human resources management policies, processes and procedures.**Leading competencies:** • Confidentiality • Independent decision-making • Teamwork • Assertive and attention to detail • Professionalism • Ability to work under pressure to adhere to deadlines.**Core competencies:** • Computer literacy (Microsoft Word and Excel) and typing • Customer Services • Problem-solving • Good time management • Good communication (verbal and written) • Good interpersonal and coordination skills.**Applications for this position, together with a comprehensive CV, should be forwarded to e-mail:****faniswal@joburg.org.za Enquiries: Faniswa Moloi, tel. (011) 628 3657****Department: Group Finance****Branch: RSSC – Billing****Accounting Officer: Unmetered Services****Salary:** R19 632,61 per month (basic salary excluding benefits)**Appointment requirements:** • Grade 12/NQF level 4 with accounting and mathematics or economics and a national diploma in finance (NQF level 6) • One (1) to two (2) years' experience in a billing or related field.**Primary function:** Create and link new services for all customers and effect the applicable rate and tariff changes in the SAP ISU system to ensure complete and accurate billing.**Key performance areas:** • Create and maintain installations in all services to ensure that the bills are accurately aligned to the property category, zoning, usage tariff and other contributing factors to the billing outputs aimed at generating an accurate and complete bill • Linking installations to the contract accounts • Create billing orders to effect the billing process • Rectify the incorrect accounts, where applicable • Provide management with a report on the challenges experienced with billing process functions during the day • Demonstrate performance in key billing performance areas and indicators against the set targets informed by baselines • Adhere to human resources management policies, processes and procedures.**Leading competencies:** • Confidentiality • Independent decision-making • Teamwork • Assertive and attention to detail • Professionalism • Ability to work under pressure to adhere to deadlines.**Core competencies:** • Computer literacy (Microsoft Word and Excel) and typing • Customer services • Problem-solving • Good time management • Good communication (verbal and written) • Good interpersonal and coordination skills.**Applications for this position, together with a comprehensive CV, should be forwarded to e-mail:****Tshepiso@joburg.org.za Enquiries: Tshepiso Nemaangani, tel. (011) 628 4591****Department: Group Finance****Branch: RSSC – Billing****Accounting Officer: Measure Usage****Salary:** R19 632,61 per month (basic salary excluding benefits)**Appointment requirements:** • Grade 12/NQF level 4 with accounting and mathematics or economics and a national diploma in finance (NQF level 6) • One (1) to two (2) years' experience in a billing or related field.**Primary function:** • Validate and process the creation of customer consumption bills, and calculate and effect the applicable tariff and rate change using the SAP ISU system • Bill exceptions and ensure billing accuracy and revenue completeness.**Key performance areas:** • Analyse and process the billing exceptions to ensure that they are processed in line with acceptable parameters and that accurate bills are generated • Insert readings for completeness of billing accuracy • Bill corrections of incorrect meter readings • Provide management with a report on the challenges experienced with billing process functions during the day • Demonstrate performance in key billing performance areas and indicators against the set targets informed by baselines • Adhere to human resources management policies, processes and procedures.**Leading competencies:** • Confidentiality • Independent decision-making • Teamwork • Assertive and attention to detail • Professionalism • Ability to work under pressure to adhere to deadlines.**Core competencies:** • Computer literacy (Microsoft Word and Excel) and typing • Customer Services • Problem-solving • Good time management • Good communication (verbal and written) • Good interpersonal and coordination skills.**Applications for this position, together with a comprehensive CV, should be forwarded to e-mail:****gontse@joburg.org.za Enquiries: Gontse Segolei, tel. (011) 628 4199**

All the positions above are employment equity-targeted and preference will be given to EE targeted groups, including people with disabilities.

Closing date: 17 July 2019

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointments will be made in accordance with the CoJ's EE Policy. Applications must contain at least three referees. An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above. If you have not heard from us within six weeks of the closing date, please consider your application unsuccessful.

