



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
INTERNAL VACANCY
NOTICE NUMBER – 113/2026
DEPARTMENT: FINANCIAL SERVICES
POSITION: CHIEF CLERK: RATES & TAXES
REF NUMBER: WC0530560 FIN 25

SALARY: T8: R19.145.57 – R229 746.87 –R298 218.49 PER ANNUM PLUS BENEFITS

Additional Service Benefits: Medical Aid, Pension, Housing Allowance (Subject to prescribed requirements), 13th Cheque.

JOB PURPOSE:

To coordinate and control the application of accounting procedures by attending to the verification, reporting, processing and reconciliation of property rates for the Beaufort West Municipal area to maintain property rates and valuation roll data by updating and adjusting property category and valuation roll data to ensure the correct property rates are levied to owners, verifying property rates transactional data to facilitate the calculations of property rates before the issuing of rates clearance certificates, guiding and developing personnel, attending to more complex enquiries and providing information and/or guidance on procedural requirements to manager, public and personnel and providing general administrative/clerical support to ensure that customer requirements are promptly and professionally attended to in accordance with laid down procedural instruction/guidelines. To ensure proper records of applications for certain discounts/rebates and to provide timeous reconciliations to management regarding the above. To inform management of any area of concern. Ensures correctness and processing of sewerage, refuse and rates for the whole Beaufort West Municipal area in accordance with relevant legislation and council policy.

REQUIREMENTS:

- Grade 12 with Accounting
- High Computer Literacy: MS Office & MS Excel
- Knowledge of a Municipal Billing System
- 0 - 2 years relevant experience

KNOWLEDGE AND SCOPE OF WORK:

- A Chief Clerk for Rates & Taxes is a supervisory municipal finance role responsible for managing property tax levying, valuation registers, and billing compliance
- Performs complex administrative functions which require specialized knowledge; and
- Operates under limited supervision

PHYSICAL REQUIREMENTS OF THE POST:

The physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitates that the incumbent be physically fit and able bodied.

KEY DUTIES:

- Administer levying rates and taxes in accordance with legislative prescripts and provide billing services
- Valuation Roll Administration, Information Capturing and Update
- Implementation of Supplementary Valuation Rolls
- Raising of Interim Debt Assessment Rates and Perform Property Rates Journals
- Levies on Sewerage, Refuse and Rates and Taxes
- Masterfile Maintenance
- Review and Issuing Rates Clearance Certificates
- Administration of Rebate Applications
- Registration of Transfer Deeds
- Handling of Public Enquiries / Disputes /Objections / Appeals related to Property Rates
- Reconciliation of Valuation and Taxes
- Supervising staff member
- Control administration related to Property Rates
- Procedures, systems and controls to Property Rates, Sewerage and Refuse Levies

MSR COMPETENCIES: Page 270 Level 1

CORE PROFESSIONAL COMPETENCIES: Written Communication, Oral Communication, Attention to Detail, Influence, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising

FUNCTIONAL COMPETENCIES: 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 and Learning orientation

MANAGEMENT / LEADERSHIP COMPETENCIES: Impact and Influence, Team Orientation, Direction Setting, Client Orientation and Customer Focus

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Disqualification: Please note that the following will lead to disqualification:

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents. Canvassing with Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package and to add/amend/change the Job description.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest. A 6 month probation period is applicable to this post.

CLOSING DATE: FRIDAY, 17 JULY 2026 AT 12:00

Job Related Enquiries: Shanon G. Antonie – 023-414 8131

General HR Enquiries: Pablo Mokoaleli – 023-4147549/8141

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications for the abovementioned vacancy must be sent to/handed in at –

The Office of the Acting Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

Or email to

erecruit@beaufortwestmun.co.za

G. Esau

ACTING MUNICIPAL MANAGER

24 June 2026