



uMGUNGUNDOLOVU DISTRICT MUNICIPALITY

UMGUNGUNDOLOVU DISTRICT MUNICIPALITY THE UMGUNGUNDOLOVU DISTRICT MUNICIPALITY (UMDM), WITH ITS SEAT IN PIETERMARITZBURG, INVITES SUITABLY QUALIFIED CANDIDATES TO FILL THE UNDERMENTIONED POSITIONS

JOB TITLE : SUPERVISOR: METER READING (PERMANENT POSITION)
REFERENCE NUMBER : HR94/2021/2022
SALARY : T7 R13 821.87 p/m exclusive of benefits
POST IDENTITY NUMBER : MCDC22FSR006
POSITION REPORTS TO : REVENUE ACCOUNTANT

REQUIREMENTS

- Grade 12
- Basic Arithmetic or Mathematics
- 1(one) year relevant work experience
- Valid Code B Driver's License

KNOWLEDGE, SKILLS & COMPETENCIES

- Must be able to read
- Must be able to write clearly, add and subtract numbers
- Basic Knowledge of Computer
- Must be able to speak English and IsiZulu
- Must be able to Communicate with customers
- Must be able to transport Meter readers to workplace

KEY PERFORMANCE AREAS

- Reading Sheets
- Collecting reading sheets from uMgungundlovu
- Allocating reading sheets for the day to each meter reader
- Ensuring that meter readers are fit to carry the daily task
- Ensure the availability of material to be used.
- Transporting staff (meter Readers)
- Ensuring that all meters are read
- Collecting completed and submitting meter sheets
- Ensuring that daily task is done
- Inspection of meter reading sheets
- Randomly spot checking few meters
- Perusing reading sheets to see if all meters are read
- Identifying unread meters and comments written by meter reader
- Compiling a report/s of all the faults reported by meter readers to relevant department/s
- Ensuring meters are all read correctly
- Verifying meter/s as requested
- Reporting faulty meters, leaks, and pipe bursts
- Providing customers with interpretation and explanation of meter reading
- Forwarding customer queries to Customer Care Centres
- Assisting customers with information e.g. directions to CCC and UMDM
- Ensuring that customers are served and satisfied
- Billing cycle deadline
- Ensuring that meters are read and completed within the deadline date
- Ensuring meter reading takes place within stipulated guidelines and policies
- Ensuring that accounts are billed timeously and accurately
- Attending ad-hoc meetings as requested
- Initiating special projects
- Undertaking ad hoc projects

JOB TITLE : METER READER x37 (PERMANENT POSITION)
REFERENCE NUMBER : HR95/2021/2022
SALARY : T6 R11 432.60 p/m exclusive of benefits
POST IDENTITY NUMBER : MCDC22FSR043-53
POSITION REPORTS TO : SUPERVISOR: METER READING

REQUIREMENTS

- Grade 12
- Basic Arithmetic or Mathematics
- 1(one) year relevant work experience

KNOWLEDGE, SKILLS & COMPETENCIES

- Must be able to read
- Must be able to write clearly, add and subtract numbers

KEY PERFORMANCE AREAS

- Reading meters
- Ensuring that all meters are read correctly
- Recording reading of all meters listed in the reading sheet
- Providing reason for all unread meters in the meter sheets
- Reporting illegal connections and any abnormalities around meters
- Identifying meters that are not in the reading sheets
- Ensuring that the meters are sequenced correctly
- Ensuring that the meter physical address in reading sheets corresponds with house number and the street name
- Confirming the details of an account holder where possible
- Ensuring meter reading are correct and accurate
- Verifying meter/s as requested
- Reporting faulty meters, leaks and pipe bursts
- Providing customers with interpretation and explanation of meter reading
- Forwarding customer queries to Customer Care Centres
- Assisting customers with information e.g. directions to CCC and UMDM
- Ensuring that customers are served and satisfied
- Ensuring that meters are read and completed within the deadline date
- Ensuring meter reading takes place within stipulated guidelines and policies
- Ensuring that accounts are billed timeously and accurately
- Attending ad-hoc meetings as requested
- Initiating special projects

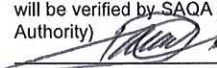
Application forms are obtainable from the offices of uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg 3201 or UMDM Website (www.umdmd.gov.za), by clicking the "about us, vacancies and following the link" Interested candidates should forward their application forms, together with comprehensive CV's and certified copies of their qualifications, to the attention of Mr. MPJ Bhengu Manager: Human Resources, uMgungundlovu District Municipality, PO Box 3235, Pietermaritzburg 3200 or hand deliver at 242 Langalibalele Street, Pietermaritzburg 3201, by no later than 21 September 2021 at 16h00 pm sharp.

Late applications and applications by fax will not be considered. Enquiries should be directed to the HR: Officer on 033 897 6752/7007. Should you not have had any response from the Municipality within three months (3) after the closing date, kindly consider your applications as unsuccessful.

People with disabilities and women are also encouraged to apply.

The Council subscribes to an Affirmative Action Policy, which is non-discriminatory and based on merit. Canvassing of Councillors and Official will lead to candidates being disqualified and the Municipality reserves the right not to make an appointment.

Please note that shortlisted candidates will be subjected to criminal vetting and their qualifications will be verified by SAQA (South African Qualification Authority)


Dr MRB NGCOBO
MUNICIPAL MANAGER