
DIRECTORATE
URBAN WASTE
MANAGEMENT

DEPARTMENT
Finance and Capital
Implementation

SALARY

R417 967.00 per annum (T12)

REFERENCE NUMBER

SWM 42/21 Ext

CLOSING DATE

29.10.2021

ELIGIBILITY

Suitably Qualified
candidates

SWM 42/21 Professional Officer

Requirements

- A Degree or B-tech Qualification
- 3 – 5 years' relevant experience as per KPA's below
- Supervisory experience
- Valid code B driver's license
- Computer Literacy
- SAP-ISU/GIS/LUM.

Key Performance Areas

- Information Management: Conducting research, implementation of revenues best practices
- Collect, analyse and evaluating information from a variety of sources
- Collating information and responding to audit queries
- Administration: Updating, amending, approving and verifying the refuse related data in the SAP system
- Compiling, analysing, evaluating the statistical data and income and report the variances within the department
- Communication: Utilising specialized knowledge of legislation, policies and procedures when responding to both internal and external clients to resolve queries and problems
- Generating statistical records of all service delivery related notifications, correspondence and the monitoring of SLA turnaround time
- Revenue Management: Identify, analyse and resolve any system-related billing problems to ensure correctness of SAP Billing Data
- Identify weaknesses and the implementation of controls and testing thereof in accordance with the approved legislative procedures
- Testing and implementing of all new refuse tariffs
- Supervision and Control: Providing guidance to personnel on the various system application to ensure maximum output.

How to Apply

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for



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Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

In terms of POPIA, by submitting your application for a position at the City of Cape Town, you are consenting that the personal information submitted as part of your application, may be used for the purposes of the Recruitment and Selection process.

Internal staff: APPLY ON LINE VIA SAP PORTAL

External candidates: Please apply online at www.capetown.gov.za/careers

Certified copies of qualifications must be available on request.

Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful.



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