



NOTICE 45/2018

EXTERNAL VACANCIES

CLOSING DATE: 6 JULY 2018

Invitations are invited from applicants who meet the requirements of the following vacancies

VACANCY	REMUNERATION LEVEL	REQUIREMENTS	DUTIES
Municipal Finance Management Interns (x2)	R130 000-R140 000 pa	<ul style="list-style-type: none"> ➤ Grade 12 ➤ 3years B. Comm / N. Diploma with majors in Accounting, Finance and/or Auditing. ➤ Applicants must be between the ages of 21 and 35 ➤ No work experience required 	<ul style="list-style-type: none"> ➤ Preparation of Budget ➤ Preparation of Annual Financial Statements ➤ Reconciliation of Bank Accounts ➤ Customers Relations ➤ Credit Control and Debt Collection ➤ Internal Auditing ➤ Supply Chain Management
Meter Reader (Tswelelang)	R92 832.00 pa (post level 16)	<ul style="list-style-type: none"> ➤ Grade 12 ➤ 3 months work experience 	<ul style="list-style-type: none"> ➤ Reading and Recording of Meters ➤ Performing Restrictions and Reconnection of Services ➤ Checking Damaged Meters ➤ Identifying and Recording any Tampering of Meters

RE-ADVERT

VACANCY	REMUNERATION LEVEL	REQUIREMENTS	DUTIES
Senior Clerk Credit Control	R169 395 pa (post level 7)	<ul style="list-style-type: none"> ➤ Grade 12 ➤ Post matric Qualification/Training in Credit Control and Debt Collection will serve as an advantage. ➤ 3 years' Experience in Credit Control and Debt Collection preferably in Municipal Finance. 	<ul style="list-style-type: none"> ➤ Performing of Credit Control & Credit Collection Action accordance to Credit Control & Debt Collection Bylaw, policy and procedures ➤ Communicating with respective internal and external role players ➤ Ensuring that Management Information is compiled ➤ Supervising of credit Control section in relation to credit control matters ➤ Advise council with regards to special debt collection initiatives ➤ Write-off of debt ➤ Collection of debt via Procurement ➤ Responsible for the Performance Management of debt collection rations and targets ➤ Ensuring that the write off processes are in accordance with laid down procedures and policy ➤ Support, development, training and skills transfer of Credit Control Staff ➤ Responsible for Indigent management ➤ Collecting of Top 100 debtors ➤ Final Notices and Handover of Debtors

NB: Municipal APPLICATION FOR EMPLOYMENT FORM will be accepted (Obtainable at the Human Resources Office) and must be clearly marked with the Post Title E.g. Municipal Finance Management Interns and accompanied by certified copies of certificates and qualifications. All duly completed applications for employment must be directed for the attention of Manager Personnel (P. Mogale), Corporate Wing, 19 Kruger Street Wolmaransstad.

**S. LEHLOENYA
ACTING MUNICIPAL MANAGER
Private Bag X3
Wolmaransstad
2630**

NOTICE NO. 45/ 2018

REF: 4/1/2/1/5