



VACANCIES

CLOSING DATE: 28 AUGUST 2020

VACANCY	REMUNERATION LEVEL	REQUIREMENTS	DUTIES
Manager Revenue and Debt Collection	R331 329.00 per annum (Post level 3)	<ul style="list-style-type: none"> ➤ National Diploma or BCom Degree in Financial Management with Accounting as a major subject or an equivalent qualification; ➤ A minimum Competency Certificate will serve as a strong recommendation; ➤ 5 years' relevant experience (preferably in the municipal environment); ➤ Advanced computer skills and knowledgeable in Solar System management and supervisory skills; ➤ Ability to work independently; ➤ Management and supervisory skills; ➤ Accuracy and attention to detail and ➤ A valid driver's license 	<ul style="list-style-type: none"> - Plan, coordinate and manage the activities of the section associated with the delivery of revenue services to the Municipality; - Analyse activities, information in terms of service delivery and needs of internal customers and other statistics and perform physical observation and inspections to identify trends and needs for new or revised services; - Perform revenue-related activities to ensure the accurate recording of information regarding billing and revenue management; - Assist with the preparation of Annual Financial Statements on the revenue related activities in line with GRAP; - Ensure the implementation of the Credit Control Policy and that all debtor accounts are promptly rendered, and outstanding monies collected in good time; - Perform monthly reconciliations on revenue activities; - Control write offs and debt collection processes in accordance with laid down procedures and policy; - Ensure that all administrative matters, correspondence, and complex enquiries are attended to promptly;

			<ul style="list-style-type: none"> - Compile financial statistical information/reports relating to income collection for municipal services to Management, Council, and all relevant authorities; - Develop and monitor systems, policies, procedures, and processes relating to revenue, credit control and debt collection to ensure correct working operations and practices and Indigent Management; - Perform human resources and administrative activities relating to the Revenue Section.
VACANCY	REMUNERATION LEVEL	➤ REQUIREMENTS	- DUTIES
Senior Clerk Credit Control	R205 104.00 pa (Post level 7)	<ul style="list-style-type: none"> ➤ Grade 12 with Accounting or Certificate in Municipal Finance Management. ➤ Post Matric Qualifications in finance and accounting will serve as an advantage ➤ 3 years' experience in Credit Control and Debt Collection (preferably in Municipal Finance Environment); ➤ Computer literacy (Knowledge of Solar System will serve as an advantage); ➤ Code EB driver's license ➤ Supervisory and Numerical skills; ➤ Ability to work under pressure and communication well verbally and in writing. 	<ul style="list-style-type: none"> - Performing and supervising on Credit Control & Debt Collection Actions accordance to Credit Control & Debt Collection By-law, policy, and procedures; - Making payment arrangements internal and external role players; - Ensuring that Management Information is compiled; - Advise management with regards to special debt collection initiatives; - Supervising Meter Reading and Indigent Activities; - Collecting Top 100 debtors; - Issuing Final Notices and Handover of Debtors; - Ensuring that the write-off processes are in accordance with laid down procedures and policy; - Reporting leakages and illegal connection of water and connection and - Assisting with enquiries on municipal accounts.

VACANCY	REMUNERATION LEVEL	➤ REQUIREMENTS	- DUTIES
Senior Clerk Budget	R205 104.00 pa (Post level 7)	<ul style="list-style-type: none"> ➤ Grade 12 with Accounting or Certificate in Municipal Finance Management. ➤ Post Matric Qualifications in finance and accounting will serve as an advantage; ➤ 2 years' experience in Municipal Finance and sound knowledge of municipal budgeting and relevant legislation; ➤ Computer literacy; ➤ Working knowledge of Solar Financial System, numerical and analytical skills and ➤ Ability to work under pressure and communicate well verbally and in writing 	<ul style="list-style-type: none"> - To assist with the compilation of the municipal budget, budget control, external auditing, financial record keeping and financial reporting to various stakeholders; - To assist with monitoring of the municipal budget and assist in implementation of Council's Budget Policy; - Processing of Budget virements and financial information on the Service Delivery Budget Implementation Plan - Assist with the compilation of MFMA Sec 71, 52 and 72 reporting, cost accounting and in year reporting on Operating and Capital Grants; - Assist with completion of relevant budget documentation in prescribed formats for budget reports and reporting at the National and Provincial Treasury - Assist with the compilation of annual report information - Assist and advise on expenditure and revenue allocations.
VACANCY	REMUNERATION LEVEL	➤ REQUIREMENTS	- DUTIES
Enquiries Assistant	R141 705.00 per annum (Post level 10)	<ul style="list-style-type: none"> ➤ Grade 12 with Mathematics or Accounting / Local Government Accounting Certificate; ➤ 6 Months relevant experience in a financial / customer environment; ➤ Good oral and written communications skills (English and at least one other local language); ➤ Computer literacy in Microsoft Office; ➤ Interpersonal skills and ➤ Ability to work under pressure 	<ul style="list-style-type: none"> - Attending all queries by telephone or in person and clarifies problems on consumer accounts; - Booking of graves and community halls; - Assist in the monthly billing of accounts; - Direct customers to relevant departments or sections for further assistance and - General office administration.
Meter reader X3 (2 Wolmaransstad and 1 Makwassie)	R112 962.300 per annum (Post level 16)	<ul style="list-style-type: none"> ➤ Grade 12 / Matric Certificate; ➤ Ability to read and write; ➤ Ability to work with figures and ➤ Ability to work under pressure ➤ 3 months work experience ➤ Customer service skills ➤ Interpersonal and good communication skills ➤ Ability to give attention to detail 	<ul style="list-style-type: none"> - Reading and recording of Meter Readings; - Perform restriction, disconnections, and reconnection of services; - Checking and reporting damaged meters; - Identifying and recording any tampering with meters and - Performing any other duties as and when requested by the Supervisor

VACANCY	REMUNERATION LEVEL	REQUIREMENTS	DUTIES
Risk Officer	R271 704.00 per annum (Post level 5)	<ul style="list-style-type: none"> ➤ Grade 12; ➤ BCom/National Diploma in Accounting/Risk Management or Auditing; ➤ Knowledge of Local Government; ➤ IRMSA Professional membership will be an added advantage; ➤ 2-3 years' experience in a risk / audit / financial environment; ➤ Computer literacy; ➤ Communication, writing and problem-solving skills; ➤ Knowledge of risk management processes and techniques; ➤ Budget process and financial management and ➤ Ability to manage people, meet deadlines and work under pressure. 	<ul style="list-style-type: none"> - Assist with facilitation of risk management workshops, risk identification and assessments; - Prepare and monitor the strategic risk plan; - Develop and monitor the implementation of a fraud prevention plan; - Liaise with the audit function, external bodies and regulators on an ongoing basis regarding compliance matters; - Manage the risk management unit - Facilitate quarterly risk reporting by departments; - Assist with the evaluation of risk policies and procedures to minimize and eliminate fraud and - Provide secretarial services to the Risk Management Committee.

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. COMPUTER OPERATOR 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

**V.E ZIKALALA
Private Bag X3
Wolmaransstad
2630**

REF: 4/3/5/R

(EXTERNAL ADVERTSEMENT)

NOTICE NO. 27/ 2020