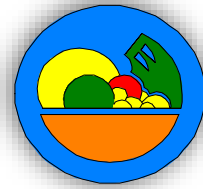




GREATER TZANEEN Municipality VACANCY



The following position is being advertised and applicants are invited to apply.

FINANCIAL SERVICES DEPARTMENT

2 X CLERK (REVENUE)

Job Id Number: (3/4/3/006) (3/4/4/003)

Salary: R330 803,90 per annum (Job level 08)

The job purpose is to collect outstanding debts by utilizing the credit control & debt collection policy to ensure sufficient revenue is collected to enable council to meet their obligation and supply funds for new and / or planned projects.

Key performance areas: The Clerk (Revenue) must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ *Administer disconnection of services to ensure the proper handling of accounts to be disconnected* ▲ *Administer application of credit control policy to ensure effective and efficient collecting of outstanding debt* ▲ *Balances credit bureau, debt collectors accounts with debtor accounts to ensure the capturing of all relevant information* ▲ *Administer the annual writing off of bad debts to ensure that all uncollectible accounts are to be written off* ▲ *Administer figures for financial managers report to Council to ensure that all relevant information to be included in the report* ▲ *perform credit checks on debtors*

Requirements: Grade 12; Diploma in Financial Management or relevant qualification; Two (02) years relevant experience; Knowledge of credit control and accounting procedures; Computer literacy; The ability to work with the public.

Applications should be submitted on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 21 December 2018 at 15:00

Enquiries: Mrs H Maake (015) 307 8284/8006.

Greater Tzaneen Municipality is an Employment Equity Employer.

SB MATLALA – MUNICIPAL MANAGER