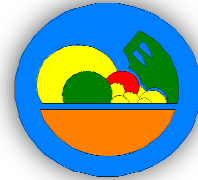




GREATER TZANEEN Municipality VACANCY



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

FINANCIAL SERVICES DEPARTMENT

1 X CLERK (REVENUE)
(Job Id Number: 3/4/3/006)

Salary: R287 968.08 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: ▲ *Administering disconnection of services to ensure the proper handling of accounts to be disconnected* ▲ *Administering application of credit control policy to ensure effective and efficient collecting of outstanding debt* ▲ *Balancing credit bureau, debt collectors accounts with debtor accounts to ensure the capturing of all relevant information* ▲ *Administering the annual writing off of bad debts to ensure that all uncollectible accounts are to be written off* ▲ *Administering figures for financial managers report to Council to ensure that all relevant information to be included in the report* ▲ *performing credit checks on debtors*

Requirements: Grade 12 and two (2) relevant courses towards a B-degree; Two (2) years relevant experience.

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

Please note that ♦ No late applications will be considered ♦ No faxes and e-mails will be accepted ♦ Fraudulent qualifications or documents will immediately disqualify any application ♦ Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification ♦ Applicants who are not invited for an interview, please accept that your application has been unsuccessful ♦ Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Council at all times reserves the right not to appoint.

Closing date: 20 October 2016 at 12:00

Enquiries: Mrs H Maake (015) 307 8384/8006

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

SR MONAKEDI – MUNICIPAL MANAGER