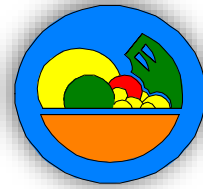




# GREATER TZANEEN Municipality VACANCY



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

## FINANCIAL SERVICES DEPARTMENT

1 X CLERK (REVENUE)  
Job Id Number: (3/4/4/005)

Salary: R374 325. 24 per annum (Job level 08)

The job purpose is to administer Debts Collections.

**Key performance areas:** Administer disconnection of services ▲ Administer application of credit control policy ▲  
▲ Administer the annual writing off of bad debts ▲ Administer application for clearance schedules ▲ Perform credit checks on debtors

**Requirements:** Grade 12; Certificate in Financial Management or relevant qualification; one (01) years relevant experience; Knowledge of credit control and accounting procedures; Computer literacy; the ability to work with the public.

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**Applications should be submitted on the prescribed compulsory application form and indemnity form ([www.greatertzaneen.gov.za](http://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: 18 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**