Ubuntu Municipality

EXTERNAL ADVERTISEMENT

NOTICE NUMBER:17/2025

DIRECTORATE: FINANCIAL SERVICES

POSITION: SENIOR CREDIT CONTROL CLERK x 1

Ubuntu Local Municipality seeks to appoint suitable qualified personnel to assist Council to achieve its vision and mission. The Municipality subscribes to an affirmative action program non-racial, non-discriminatory but based on merits. Council reserves the right not to make any appointment.

DIRECTORATE : Finance
PLACE OF WORK : Loxton
DURATION : Permanent

REPORTS DIRECTLY TO THE FINANCE MANAGER

REMUNERATION : T 7(R 213 576.00 – R 277 224.00)

FRINGE BENEFITS

- 13TH Cheque
- Medical Aid
- Housing Allowance
- Pension Fund
- Any other benefit as stipulated in the conditions of services

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE

- Grade 12
- 2 – 5 years' relevant experience
- Certificate in Book-keeping– NQF Level 5 or relevant
- Computer Literacy: MS Office applications & Financial Systems
- Ability to communicate in two or more of the local official languages.
- Driver's license, will be an added advantage
- No criminal record and or previous financial misconduct transgression against yourself
- Qualification in Financial Management will be an added advantage.

JOB PURPOSE:

Plays a critical role in safeguarding the financial health of an organization or municipality by ensuring timely and efficient collections of outstanding debts. Through managing the credit control team, enforcing credit policies, and maintaining strong customer relations, the Chief Clerk helps improve cash flow,

reduce financial risk, and contribute to the overall financial stability of the organization.

KNOWLEDGE AND SCOPE OF WORK:

The scope of work and knowledge required for credit control in a municipality is comprehensive, ranging from legal and financial expertise to communication and customer service skills. Effective credit control helps municipalities maintain fiscal health, ensuring they have the funds to provide essential services and invest in community development. The role requires a balance between enforcement of payment obligations and sensitivity to the financial constraints of residents and businesses

KEY PERFORMANCE AREAS:

- **Maintenance of debtors' records**: Receive applications for new accounts from customer care or enquiries and check completeness of information; Compiling of applications and termination of services.

- **Maintenance of termination lists:** Scrutinize the Financial report and identify debtors that are in arrears; Compile final demand letters and keep the records in a register; Submit final demand letters and register to Chief Clerk for review and for his or her signature for approval; For debtors in arears check each debtor's account in the system to see if there are arrangements; In the case of customers with arrangements, whether payment was made on or according to arrangement; If no arrangement or no payment on or according to arrangement, put the debtor on the cut off list, unless already on previous days list for the same cut off period; Hand deliver the signed letter to the customer to sign the same; Send list to electricians to execute the cut offs; Monitor the feedback of the final demand letter for the further follow up.

- **Processing Indigent application:** File application forms for reference; Update (removed/add) indigent account and database; Assist with the update / maintenance of indigent register.

- **Completion of collection report:** Monitor the arrangement register; Check receipt for payments on arrears and record payment made; Trace and compile list (number) of disconnections that have been connected; Compile credit control report to Chief Clerk.

- Any other duties as assigned relating to the running of the remote site.

COMPETENCIES:

The competency level for this position is at level 2 as stipulated in Annexure A of the Municipal Staff Regulations Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal	Management / Leadership Competencies
• Oral Communication • Written Communication • Attention to detail • Organizational awareness • Problem Solving • Influencing • Ethics and Professionalism • Planning and Organizing	• Business Processes • Use of Technology • Data Processing & Analysis	• Interpersonal relationships • Communication • Negotiation • Service delivery Orientation • Client Orientation and Customer Focus	• Action and outcome • Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation	• Impact and influence • Team Orientation • Direction Setting, • Coaching and Mentoring

PLEASE NOTE: Applications can be emailed to **recruitment@ubuntu.gov.za**. A covering letter clearly stating the position you are applying for; certified copies of academic qualifications and a copy of your CV must be accompanying your application.

Interested persons are requested to forward a comprehensive Curriculum Vitae together with certified copies of qualifications to the Municipal Manager, Ubuntu Local Municipality, 78 Church Street, Victoria West, 7070.

Enquiries can be directed to Human Resources Officer Ms. V. Tieties during working hours on: 053 6210 026 and should you not hear from us within 30 working days after closing date please consider your application as unsuccessful.

CLOSING DATE: 05th December 2025 At 16h00

APPROVED BY:

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MRS.L. ITUMELENG
MUNICIPAL MANAGER

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