

Ubuntu Municipality



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Notice No: 12/2019

RE- ADVERTISEMENT (Those that have previously applied need not to)

Ubuntu Local Municipality invites applications from suitable and qualified candidates to fill the following vacant position within its establishment.

Post: Credit Control Officer (Richmond Office)

REMUNERATION: T11-1 (R 249 528.00 per annum) plus normal benefits applicable to local government.

REQUIREMENT AND EXPERIENCE: Grade 12. Diploma in any finance related qualification. Understanding Local Government. 5 years' work experience.

SKILLS AND COMPETENCE REQUIRED: Computer Literacy. Negotiation skills. Bilingual. Work under pressure. Negotiation Skills.

KEY PERFORMANCE AREAS: Collection of debt. Manage all accounts of which the holder is under liquidation, insolvent and deceased. Extract information to facilitate the process of debt collection. Maintain bad debt and bad debt recovery records. Monitor receivables and collections and provide updates of receivables and provide appropriate reporting procedure. Identify problem accounts requiring collection agency or legal action and coordinate collections with third parties. Monitor violations of credit policies hand over for collection for cut off. Produce aged debt listings and reports to maintain and control the debtor level. Supervisory duties.

GENERAL: Original certified copies of the identity document, qualifications, driver's license and two references or testimonials not older than 3 months, together with a detailed CV, must accompany your application. **NO FAXES, E-MAILS, INCOMPLETE OR LATE APPLICATIONS WILL BE CONSIDERED.** Applications must reach the office of the Acting Municipal Manager on/ or before the closing date and time. **WOMEN, YOUTH AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.** Should you not hear from within 2 months of the closing date of this position, consider your application unsuccessful.

ADDRESS ENQUIRIES TO:

CFO: Mr. Romano Jacobs

Tel: 053 6210 026 Fax: 053 6210 368

E-mail: asperitojacobs@gmail.com

Website: www.ubuntu.gov.za

ADDRESS APPLICATIONS TO:

The Acting Municipal Manager

Private Bag X329

VICTORIA WEST

7070

CLOSING DATE: 22 November 2019 at 12H00


MR. D MAPOSA
ACTING MUNICIPAL MANAGER