



## MANDENI LOCAL MUNICIPALITY

### CAREER OPPORTUNITY

The following vacancy exists for a suitably qualified and experienced person to join the staff of the Mandeni Municipality within the Finance Department.

#### SENIOR BILLING OFFICER (PERMANENT APPOINTMENT)

Basic Salary: Task Grade 12 (R 228 358.68 – R296 422.00 pa)

PN 26/2017

#### REQUIREMENTS:

Grade 12, plus Higher National Diploma/ B Com. Degree in Accounting, Minimum experience 2-3 years, plus a valid Code B drivers licence; Computer literacy; and Knowledge of Pastel and Prepaid Electricity Meters will be an added advantage.

#### DUTIES:

**Co-ordinates, prioritizes and monitors requirements, applications and workflow processes, by:**

- Assessing and establishing capabilities of personnel and providing guidance with specific Billing applications.
- Monitoring and Analysing system information
- Assessing the adequacy of current systems and procedures to address workflow requirements
- Reconciles and verifies transactional information associated with the calculation and notification of payment for service related accounts and rates on the billing system.

#### BENEFITS:

Pension fund, medical aid, attractive leave conditions and 13<sup>th</sup> cheque, and subject to certain conditions, a housing subsidy.

**Enquiries must be directed to:** Ms. BL Zondo (Manager Human Resource and Employee Relations); tel: (032) 456 8200.

#### Executive Committee

Clt. SB Zulu (Mayor) | Clt. PM Sishi (Deputy Mayor) | Ex Officio Clt. MPP Zungu (Speaker)  
Clt. NF Ntuli | Clt. LP Moletshe | Clt. X Mdatsha | Clt. MS Mdunge | Clt. V Shelemba



Please forward your application form and full CV with certified copies of certificates, quoting reference number PN 26/2017 to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni.

**NB Faxed and e-mailed applications will not be considered.**

The closing date for applications will be **Friday, 02 June 2017 at 12:00 pm.**

If you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building.

**NB: The Municipality is an equal opportunity affirmative action employer. The Municipality reserves the right not to make appointment.**

  
SG KHUZWAYO  
ACTING MUNICIPAL MANAGER

Newspaper  
Date

: Isolezwe / Stanger Weekly  
: 19 May 2017 / 24 May 2017