



MANDENI LOCAL MUNICIPALITY EXTERNAL CAREER OPPORTUNITY

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position:

DEPARTMENT : BUDGET AND TREASURY OFFICE
**POSITION : DEBT COLLECTION / CALL CENTER ATTENDANCE x 3
(12 MONTHS)**
TASK GRADE : T5
SALARY NOTCH : R 8 736.38 PER MONTH
CLOSING DATE : TUESDAY 28 JULY 2020 @ 12H00
REF NO : PN 39/2020

MINIMUM REQUIREMENTS:

- Grade 12 Certificate with mathematics and accounting
- Certificate in office administration will be an added advantage
- Good interpersonal skills and fluent in speaking both English and IsiZulu as well as willing to work under pressure
- Experience in debt collection and customer care environment will be an added advantage
- Be a resident of Mandeni

DUTIES:

- Printing of all pre-legal and legal documentation
- Posting and delivering of the documentation
- Follow up on Top 100 accounts on a daily basis and report on the progress of these accounts and monitor closely
- Managing of Business and Government Accounts
- Follow up of all court and sheriff documentation
- Filing
- Telephoning and Managing promises to pay as well as Acknowledgement of Debt
- Indigent Management
- Capturing of all documentation on the system e.g. sheriff fees, updating of all legal documents
- Tracing via XDS and making the necessary changes by information Pastel

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



- Managing of cut offs and reconnection
- Attending to all public queries
- Resolving of all queries on Pastel and Debtpack

DIRECTIONS TO CANDIDATES:

Inquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to Human Resources, via email: recruitment@mandeni.gov.za.** 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 or at any Municipal building.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 17/07/2020