



**MANDENI LOCAL MUNICIPALITY  
INTERNAL/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 (6MONTHS)**  
**TASK GRADE : T5**  
**SALARY NOTCH : R 9,607.29 per month**  
**(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)**  
**CLOSING DATE : MONDAY; 22 NOVEMBER 2021@16:00 PM**  
**REF NO : PN 94/2021**

**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
- Understanding of call center, 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
- Managing of cut offs and reconnection
- Attending to all public queries
- Resolving of all queries on Pastel and Debt pack

**Executive Committee**

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



**DIRECTIONS TO CANDIDATES:**

Enquiries must be directed to Mrs. NW Makhoba (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number 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.** 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. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with disability are encouraged to apply.**

  
SG KHUZWAYO  
MUNICIPAL MANAGER

DATE : 09/11/2021