



MANDENI LOCAL MUNICIPALITY ADVERTISEMENT INTERNAL/ EXTERNAL VACANCY

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
POSITION : REVENUE COLLECTION CLERK

TASK GRADE : T07
(PERMANENT APPOINTMENT)

SALARY NOTCH : R 181 017 per annum
SALARY SCALE : (R 181 017 pa – R 234 966 pa)

(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)

CLOSING DATE : FRIDAY, 01 SEPTEMBER 2023 @12:00 PM
REF NO : PN 83/2023

MINIMUM REQUIREMENTS:

- Matric certificate with Mathematics and Accounting as a subject
- National Diploma in Finance related qualification
- Computer Literacy
- Knowledge of pastel and other systems will be an added advantage.
- 2 years' experience in a Municipal Revenue collection environment
- Valid driver's license

SKILLS:

- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Ability to work with the community



DUTIES:

- Prepare schedules for verification prior to forwarding cash and cheques for depositing.
- Receiving cash or cheque payments and speed point transactions from the public for rates payments, refuse removal and other cash related transactions.
- Communicate with the customers and attend to specific payment enquires or provide information on fee-specific rates and refuse removal services.
- Calculate balances, verify total against amounts due and/ or seek identification and check recording and processing of all cheque payments.
- Issue receipts reflecting the actual amounts tendered.
- Tally amounts and verify cash/ cheque totals to receipts issued.
- Debt collection duties

BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager: Human Resource and Administration; tel: (032) 456 8200. Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website 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. Certified copies of certificate will be submitted by the shortlisted candidates. 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. Mandeni residents will be given first preference.



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: 10/08/2023