

INTERNAL VACANCY



EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer, with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply so as to fill the following vacant position:

DEPARTMENT: BUDGET AND TREASURY

POSITION: REVENUE CLERK

Basic Salary: R105 529.08

Requirements:

- National Diploma in Accounting or relevant equivalent three year Financial qualification
- Between 1 and 2 years' experience in Revenue Services within Local Government.

Recommendation

- Completed or studying towards Municipal Finance Management Programme or Certificate Programme in Management Development for Municipal Finance

Reporting directly to the Revenue Accountant, the successful candidate will perform, among other things, the following duties:

- Ensure the collection and banking of municipal revenue;
- Process consumer billing (including the indigent consumers);
- Recover debt in terms of approved Debt Collection Policy and Bylaws;
- Perform specific procedures associated with receipting, reconciliation and posting of income transactional data;
- Deal with all customer complaints and queries;
- Ensure that all relevant reconciliations are updated and
- Ensure that all relevant registers, all the times, are kept up to date.

Detailed Curriculum Vitae, accompanied by covering letter and certified copies of qualifications and documents may be forwarded to the Municipal Manager: Emadlangeni , 34 Voor Street, Utrecht: 2980 or P.O. Box 11 Utrecht 2980. For further information you may contact the Human Resources Office at 034–331 3041.

Canvassing for appointment will automatically disqualify an applicant. If no reply to your application has been received within 30 days from the closing date, you should consider your application as having been unsuccessful.

The Department: Corporate Services will not take responsibility for information not mentioned in the submitted application.

NO late application will be accepted.

NO e-mailed or faxed documents will be accepted.

The Department: Corporate Services will not be held be responsible for lost applications unless proof of submission can be supplied.

All applicants may be required to undergo proficiency test.

NO application shall be considered without certified copies of the original documents.

Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.

Reference checks will be done.

Applicants may be subjected to a vetting process.

Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

CLOSING TIME AND DATE: 12:00pm on 12 January 2018.

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MR L.C.T NKOSI

ACTING MUNICIPAL MANAGER