

**MAGARENG**



**MUNICIPALITY**

### **PERSONNEL VACANCY**

Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitably candidates to fill the following vacant position within its establishment:

**POST : CREDIT CONTROL/DEBT COLLECTOR (PERMANENT)**  
**SALARY: R180 120 (POST LEVEL: 7)**

#### **MINIMUM QUALIFICATIONS / POST REQUIREMENTS**

- A National Diploma Financial Management/Accounting
- Two Years relevant Experience;
- Knowledge of the Municipal Financial Management System.
- Excellent Computer skill with advantage knowledge of MS Excel.
- Ability to communicate effectively at all level
- Ability to work under pressure.
- Valid Driver`s License will be an added advantage

#### **KNOWLEDGE**

- Ideal candidate is expected to display profound knowledge of Credit Control and Debt Collection.
- Knowledge of dealing with the Municipal Financial Management System;

#### **COMPETENCIES**

*The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulationst of 20 September 2021.*

#### **Key Performance Areas**

- Keep tracking outstanding debts
- Plan course of action to recover owed money;
- Locate and Contact Debtors
- Negotiate Payoff deadlines and payment arrangement
- Handle customer`s questions or complaints;
- Identify gaps in the system and recommend solutions;
- Update account status and database regularly;
- Comply with National Treasury Directives

#### **PLEASE NOTE**

- The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and it`s EE Plan.
- No late or faxed applications will be considered.
- Shortlisted candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and should disclose financial interests.

Magareng Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the successful candidate submitted false or insufficient information

- which resulted in the contravention of the provisions of Municipal Council Policies or any other relevant legislation.
- Suitably qualified applicants must submit their application with a detailed CV, certified copies of academic qualifications, Identity document and driver's licence (certified copies must not be older than 3 months) to the **Human Resource Manager P.O. Box 10 Warrenton Northern Cape 8530**.
- Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
- The municipality reserves the right to appoint or not appoint any person.

**Closing Date: 30 July 2024**

**Enquiries can be directed to Mr Oregolele Mokwa (HR Manager)  
Tel: 053 497 3111 during office hours (07:30 - 16:00)**