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|  | Mafube Local MunicipalityOFFICE OF THE MUNICIPAL MANAGER64 J.J Hadebe Street Phone : 079 040 3051P O Box 2 E-mail: info@mafubelm.co.za FRANKFORT, 9830  |

**EXTERNAL RE-ADVERTISEMENT**

MAFUBE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE NECESSARY DRIVE, ENTHUSIASM AS WELL AS DEMONSTRATING COMPETENCY AND ABILITY TO PERFORM THEIR BEST, TO APPLY FOR THE FOLLOWING VACANCY. APPOINTMENTS WILL BE MADE IN LINE WITH THE MAFUBE LOCAL MUNICIPALITY’S EMPLOYMENT EQUITY POLICY.

Directorate : Financial Services

Post : Cash Management Officer

Salary : R256 849.09 – R294 144.45 per annum

Duration : Permanent

Location : Frankfort

**Qualifications and Experience**

Grade 12, A relevant 3-year tertiary qualification, preferably a National Diploma or B.Com with accounting as a major subject. Computer literacy, 2 year relevant experience required.

**Requirements and Skills**

Planning skills computer literacy (MS Office applications) Attention to detail. Good communication skills. Ability to work under pressure. Supervisory skills.

**Duties and Responsibilities**

Manage the cash management unit and set the necessary rules and regulations in place to ensure proper effective client services, revenue collection, credit control and debt collection. Put processes in place to ensure timeous billing and rendering of accounts. Set tariffs, obtain approval from council, communicate changes and monitor implementation and adherence thereof. Maintain and manage the financial administration of the valuation roll to ensure  the recovery of basis charges and assessment rates. Manage the debtor services for both metered and unmetered services. Study trends and provide forecasts on collections and other services and propose changes when needed. Monitor adherence to the rules and regulations governing the indigent program. Advise the manager to revenue management issues and general administration. Investigate and comment on reports submitted to council which have a financial implication. Monitor transactional sequences associated with cash management. Prepare and present the revenue management operational plans reports to sub-committees, strategic management planning workshops and discussion groups. Evaluate and reporting on the implementation of the revenue enhancement strategy.

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**Please note:** Applications will not be acknowledged, should you not be contacted within three (3) months after the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Municipality reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidates who meet the abovementioned competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking.

**Forward your applications to:**

The Municipal Manager, Adv M.F Lepheana

Mafube Local Municipality

P.O Box 2

Frankfort, 9830

**Or**

**Hand deliver applications at:**

Municipal Building

64 JJ Hadebe Street

Frankfort, 9830

Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: (ID) Identity Document, Driver’s License and Qualifications.

NB: Faxed, e-mailed and late applications will not be considered

Enquiries: Mrs. Nthabiseng Mahafha (Acting Human Resources Officer), Tel: 079 040 3051

**Closing date: 17 February 2025**

Adv M.F Lepheana

Municipal Manager

Mafube Local Municipality

Date: 29 January 2025