|  |  |
| --- | --- |
|  | Mafube Local Municipality OFFICE OF THE MUNICIPAL MANAGER  64 J.J Hadebe Street Phone : 079 040 3051  P O Box 2 E-mail: info@mafube.gov.za  FRANKFORT, 9830 |

**EXTERNAL RE-ADVERTISEMENTS**

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 : Credit Control Officer

Salary : R256 849.09 – R294 144.45 per annum

Duration : Permanent

Center : Frankfort

**Qualifications and Experience**

Grade 12, National Diploma in Accounting or relevant equivalent certificate and 2 years of working in accounts, collections or billing or relevant equivalent certificate and 2 years with supervisory experience.

**Requirements and Skills**

Time management and planning skills computer literacy Literacy (MS Office applications) strong organization skills Analytical skills Communication skills, familiarity with data entry and analysis and ability to listen to customers and negotiate solutions

**Duties and Responsibilities**

Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.

Compiling the credit control enhancement plans and activity plans and submitting for discussion at the department’s strategic planning discussions/workshops. Signing and authorising debit and credit notes. Verifying and authorising disconnections in relevant areas. Preparing statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 an application form obtainable from our website, 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