MSUKALIGWA LOCAL MUNICIPALITY

PO Box 48
Ermelo
Mpumalanga Province
South Africa
2350

Customer Care Center: 08611 MSUKA [67852]
Main Fax: +27 17 801-3851

Civic Centre Building
c/o Kerk & Taute Street
Ermelo
Mpumalanga Province
South Africa
2350

Internet: www.msukaligwa.gov.za
E-Mail: msuka@msukaligwa.gov.za

"IS AN AFFIRMATIVE ACTION EMPLOYER"

DEPARTMENT OF FINANCE

Assistant Director Revenue

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position. For enquiries contact: Ms. A.D. Maleka at 017 8013580

POST LEVEL	:	3
SALARY SCALE	:	R334 304,03pa
QUALIFICATION	:	Matric + B Degree in Accounting or equivalent Computer literacy Code B drivers licence will be an added advantage.
EXPERIENCE	:	3-4 years' experience at managerial level.
DUTIES INCLUDE	1.	Forward planning and functional co-ordination; identifies with Financial Accounting and Audit practices and procedures and, defines/addresses critical requirements to facilitate alignment and statutory compliance.
	2.	Supervision and control; Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline.
	3	Meter readings and billings: Analyses and verifies transactional information and prepares reports on the status of consumer service related accounts and/or monitors the preparation of consumer accounts.
	4	Property rates and service charges: Manage processes and applications associated with specific statutory requirements and the levying of rates and service charges.
	5	Co-ordinate the municipality's Revenue Management programme including Debt Collection, Credit Control, Indigent Register and Customer Care
	6	Develop and control the municipality tariff system
	7	Reconciliations and reporting: Manages and controls the transactional reconciliations applications and the reporting of accounting information.

CV'S FOR THE ABOVEMENTIONED POSITION MUST BE SUBMITTED TO THE DEPARTMENT OF CORPORATE SERVICES, 4TH FLOOR, CIVIC CENTRE, ERMELO OR POSTED TO THE HR MANAGER, MSUKALIGWA MUNICIPALITY, P.O. BOX 48, ERMELO, 2350. PLEASE NOTE THAT NO APPLICATION FORMS ARE AVAILABLE AND ONLY CV'S WILL BE ACCEPTED IN A SEALED ENVELOPE. THE POSITION APPLIED FOR MUST BE INDICATED ON THE ENVELOPE. APPLICANTS MUST ATTACH COPIES OF ORIGINAL CERTIFICATES ON THEIR CV'S. CV'S WITHOUT CERTIFIED COPIES OF CERTIFICATES WILL NOT BE CONSIDERED. APPLICANTS WITH CRIMINAL RECORDS WILL NOT BE CONSIDERED FOR APPOINTMENT. THE SUCCESSFUL CANDIDATE WILL BE SUBJECTED TO A CLEARANCE CHECK "ALL POSITIONS ARE BEING CURRENTLY EVALUATED USING THE TASK JOB EVALUATION SYSTEM. THE FINAL GRADE AND REMUNERATION LEVEL FOR THIS POST WILL BE SUBJECT TO THE APPROVAL OF THE NATIONAL MODERATIONS COMMITTEE

CLOSING DATE IS 2 DECEMBER 2016 12 NOON

NOTICE NUMBER : 12/2016

""IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER A MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL"

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Mr. Z.T. SHONGWE
MUNICIPAL MANAGER

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DATE