



TO : **Municipal Manager**
SED : Development Planning & Human Settlements
SED : Budget and Treasury Office
Acting SED : Technical Services
Acting SED : Corporate Services
Acting SED : Community Services

FROM : **Director : Human Resources**

REF NO : **HR 5/3/2/1**

ENQUIRIES : **A Taljaard**

DATE : **5 April 2018**

I N T E R N A L M E M O R A N D U M

HR CIRCULAR NO. 23/2018 : ADVERTISEMENT OF VACANCIES

Attached please find an advertisement for vacancies for distribution to all personnel in your department.

Please note that receipt of all internal applications for vacancies must be acknowledged by the Human Resources department, the latter cannot be held responsible for any application that might go amiss.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.


N VINKHUMBO
ACTING SED : CORPORATE SERVICES

NEWCASTLE MUNICIPALITY VACANCIES CS29/2018

The following vacancies exist in the department as mentioned hereunder :-

DEPARTMENT : BUDGET AND TREASURY OFFICE

ACCOUNTANT (CREDIT CONTROL AND DEBT MANAGEMENT) : POST ID : BTO200

Position	ACCOUNTANT (CREDIT CONTROL AND DEBT MANAGEMENT)
Remuneration	R348 977,87 Per annum
Qualifications	<ul style="list-style-type: none"> • Matric (Grade12) • National diploma in Accounting or Financial Management • Valid driver's license
Experience	<ul style="list-style-type: none"> • 4 Years' experience in accounting and debt management
Additional Requirements	<ul style="list-style-type: none"> • Computer Literacy • Numeracy and communications skills • Positive Attitude • Self-Motivated • Outstanding administrative skills • Exceptional organizing and planning skills
Responsibilities	<ul style="list-style-type: none"> • Implementing the relevant policies, procedures and legislation. • Implementing controls as required. • Monitor all customer correspondence and queries efficiently and effectively. • Preparation of financial reports reflecting the Municipality's arrear status. • Co-ordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance exercise, checking and verifying information / records submitted satisfies the scope of requirements. • Monitor legal processes of collecting outstanding monies. • Monitoring the debtor's age analysis to determine the progress with recovery and / or seeking reasons for non-compliance. • Communicating with legal personnel and/or approving schedules detailing debts incurred, penalties due and legal costs. • Implementing controls for improving the level of customer service. • Internal and External reporting. • Authorizing and updating of documentation • Supervision of sub-ordinates.

ACCOUNTANT (BILLING AND METER MANAGEMENT) : POST ID : BTO235

Position	ACCOUNTANT (BILLING AND METER MANAGEMENT)
Remuneration	R348 977,87 Per annum
Qualifications	<ul style="list-style-type: none"> • Matric (Grade12) • National Diploma or Degree in Accounting or equivalent qualification • Valid driver's license
Experience	<ul style="list-style-type: none"> • 4 Years' experience in the accounting field • Relevant Municipal experience is required
Additional Requirements	<ul style="list-style-type: none"> • Computer Literacy • Numeracy and communications skills • Positive Attitude • Self-Motivated • Outstanding administrative skills • Exceptional organizing and planning skills
Responsibilities	<ul style="list-style-type: none"> • Implementing the relevant policies, procedures and legislation.

	<ul style="list-style-type: none"> • Implementing controls as required. • Monitor all customer correspondence and queries efficiently and effectively • Preparation of monthly, yearly reports and reconciliations • Co-ordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance • Implementing controls for improving the level of customer service • Authorizing and updating of documentation • Supervision of sub-ordinates.
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ACCOUNTANT (PROPERTY RATES) : POST ID : BTO265

Position	ACCOUNTANT (PROPERTY RATES)
Remuneration	R348 977,87 Per annum
Qualifications	<ul style="list-style-type: none"> • Matric (Grade12) • National Diploma or Degree in Accounting or equivalent qualification • Valid driver's license
Experience	<ul style="list-style-type: none"> • 4 Years' experience in the accounting field • Relevant Municipal experience is required
Additional Requirements	<ul style="list-style-type: none"> • Computer Literacy • Numeracy and communications skills • Positive Attitude • Self-Motivated • Outstanding administrative skills • Exceptional organizing and planning skills
Responsibilities	<ul style="list-style-type: none"> • Implementing the relevant policies, procedures and legislation. • Implementing controls as required. • Monitor all customer correspondence and queries efficiently and effectively • Preparation of monthly, yearly reports and reconciliations • Co-ordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance. • Issuing of rates clearance certificates and processing of valuation amendments • Implementing controls for improving the level of customer service • Authorizing and updating of documentation • Supervision of sub-ordinates.

JUNIOR ACCOUNTANT (CREDIT CONTROL AND DEBT MANAGEMENT) X 2 : POST ID'S : BTO204 AND BTO205

Position	JUNIOR ACCOUNTANT (CREDIT CONTROL AND DEBT MANAGEMENT) X 2
Remuneration	R309 962,99 Per annum
Qualifications	<ul style="list-style-type: none"> • Matric (Grade12) • National diploma in Accounting or Financial Management • Valid driver's license
Experience	<ul style="list-style-type: none"> • 3 Years' experience in accounting and/or debt management
Additional Requirements	<ul style="list-style-type: none"> • Computer Literacy • Numeracy and communications skills • Positive Attitude • Self-Motivated • Outstanding administrative skills • Exceptional organizing and planning skills • Training / experience in credit control and debt control will be an added advantage
Responsibilities	<ul style="list-style-type: none"> • Responsible for the total management of arrear debtors accounts in accordance with the approved debt collection and credit control policy. • Assist with the management of the legal processes of collecting outstanding monies. • Assist with the updating of the credit control and other relevant policies. • Maintain the Indigent register.

	<ul style="list-style-type: none"> • Control the application / re-application process in respect of Indigents. • Maintain monthly statistics in respect of Indigents and credit control. • Monthly accounting work in respect of indigents. • Manage various workflows on the debt collection system. • Review the disconnection / re-connection / reminder lists. • Print notices. • Manage the queries received on customer accounts. • Monthly preparation of debtors report. • Site visits in respect of the verification of indigent applications where necessary.
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Detailed CV's can be forwarded to Mrs A Taljaard at the Directorate : Human Resources, Tower Block, 5th floor, Office no B563, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Manager : Debt Management, Mr B N Khumalo at 034 – 328 7658.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

CLOSING DATE : 20 APRIL 2018