



**NEWCASTLE MUNICIPALITY
VACANCIES**

CS 39/2024

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

DEPARTMENT : BUDGET & TREASURY OFFICE

Position	CLERK : DEBT MANAGEMENT x2 : POST ID : BTO3179 & BTO3180
Remuneration	R204 851,62 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> Grade 12 with Mathematics or Accounting passed.
Requirements	<ul style="list-style-type: none"> Computer literacy - MS office
Additional Requirements	<ul style="list-style-type: none"> Applicant must be able to speak English and at least one of the other official languages. Must be able to work under pressure.
Experience	<ul style="list-style-type: none"> 12 Months Working Experience.
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Notify consumers with delinquent accounts and attempts to secure payment using Emails, Telephone , SMS or personal visits. Confer with customers by telephone / email in an attempt to determine the reason for non payment. Printing of statements for consumers. Attend to email / telephonic or walk in queries. Interacting with services departments in respect of disconnections / reconnections or resumption of services. Report on debt management activities as required. Filing and scanning of all documentation.
Where advertised	Internal / Newcastle Municipality Website.
Position	JUNIOR ACCOUNTANT : DEBT MANAGEMENT: POST ID : BTO 3177
Remuneration	R407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> Grade 12 National Diploma in Financial Accounting ,BCom Law or Equivalent qualifications.
Requirements	<ul style="list-style-type: none"> Computer Literacy – MS Office
Additional requirements	<ul style="list-style-type: none"> Applicant must be able to speak English and at least one of the other official languages. Must be able to work under pressure. Knowledge of credit control and debt management procedures Higher certificate in Paralegal will be an added advantage
Experience	<ul style="list-style-type: none"> 3 Years Relevant Experience.
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Perusing through the Debtor Age Analysis Report , identifying with specific long outstanding debts and verifying preliminary measures affected to resolve and settle debts. Manage multiple delinquent accounts for debt collection efforts. Keep track of assigned accounts to identify outstanding debts. Plan a course of action to recover outstanding payments. Negotiate payoff deadlines or payment plans. Handle questions or complaints relating to the account. Investigate and resolve discrepancies in payments or accounts not allocated. Communicating with debt collection agencies/persons and making available the necessary information to enable recovery.

	<ul style="list-style-type: none"> • Checking and or completing documentation and submitting for approval on specific legal procedures . <p>Monitoring the status of debts handed for recovery and collating preparing consolidated schedules to reflect successful recoveries and amounts outstanding</p>
Where advertised	Internal / Newcastle Municipality Website.
Position	ACCOUNTANT CREDIT CONTROL: POST ID: BTO3155
Remuneration	R458 749,97 per annum (Task Grade 13)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma in Financial Accounting/Financial Management or Equivalent qualification.
Requirements	<ul style="list-style-type: none"> • Computer Literacy – MS Office
Additional requirements	<ul style="list-style-type: none"> • Applicant must be able to speak English and at least one of the other official languages. • High ethical standard
Experience	<ul style="list-style-type: none"> • 4 Years relevant experience in credit control and debt management of which 2 years must be in Local Government.
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Oversees, control processes, and requirements associated with financial planning and performance evaluation of the credit control and indigent support division. • Implementation of processes as per the approved credit control and debt management policy. • Applying accounting principles to collate, reconcile, and consolidate debtors accounts. • Attends to accounting applications related to debt recovery and the implementation of credit control applications. • Implements and controls applications associated with key performance areas pertaining to indigent support and credit control applications. • Manages the procedural administrative and reporting requirements/ deadlines associated with the functionality. • Interacts and disseminates revenue related accounting procedural information.
Where advertised	Internal / Newcastle Municipality Website.
Position	JUNIOR ACCOUNTANT : CUSTOMER RELATIONS: POST ID: BTO3141
Remuneration	R407 462,85 per annum (Task Grade 12)
Qualifications	<ul style="list-style-type: none"> • Grade 12 • National Diploma/ Accounting/ Financial Management or equivalent
Requirements	<ul style="list-style-type: none"> • Computer Literacy – MS Office
Experience	<ul style="list-style-type: none"> • 3 Years Relevant Experience.
Responsibilities	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Supervising the daily operations of the customer service desk. • Overseeing the process of opening and closing accounts. • Verifying cash receipts schedule/ reports against cash totals as the immediate superior and/ or attending and rectifying deviations in recordings or counts prior to forwarding for depositing. • Checking and approval of new accounts and ensuring accurate tariffs on accounts prior to billing. • Communicating with the customer and attending to specific payment or sale enquiries and/ or providing information on tariffs for specific services. • Calculating balances and explaining transactional recordings and penalties applicable and/ or providing information on specific services (prepaid electricity vending) • Follow up on balances outstanding on closed accounts and processing of deposits refund when necessary. • Managing customer portal and ensuring statements to customers are correctly linked. • Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources. • Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative process and implementation of specific disciplinary procedures.
Where advertised	Internal / Newcastle Municipality Website.

Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact Mrs. A Haripersad Director :Financial Management : Budget and Treasury Office at 034 – 328 7600.

- 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.
- **Applicants must submit copies of supporting documents. Note that certified copies must be submitted by shortlisted applicants.**
- **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.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively 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 with criminal records or pending criminal / departmental or civil cases must disclose. Failure to disclose may lead to disqualification.**
- 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.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to a candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**

CLOSING DATE : 27 SEPTEMBER 2024



NEWCASTLE MUNICIPALITY

APPLICATION FOR EMPLOYMENT

<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist a government department in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p>WHO SHOULD COMPLETE THIS FORM</p> <p>Only persons wishing to apply for an advertised position in a government department.</p> <p>ADDITIONAL INFORMATION</p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p>SPECIAL NOTES</p> <p>1 - All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.</p> <p>2 - Passport number in the case of non-South Africans.</p> <p>3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.</p> <p>4 - This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 - Applicants with substantial qualifications or work experience must attach a CV.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="5" style="text-align: center;">A. THE ADVERTISED POST</td> </tr> <tr> <td style="width: 50%;">Position for which you are applying. 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D. LANGUAGE PROFICIENCY – state 'good', 'fair' or 'poor'						
	Language (specified)					
Speak						
Read						
Write						

E. QUALIFICATIONS (please ignore if you have attached a CV with these details)		
Name of School / Technical College	Highest qualification obtained	Year Obtained
Tertiary education (complete for each qualification you obtained)		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

F. WORK EXPERIENCE (please ignore if you have attached a CV with these details)							
From – To Employer (including current employer)	Position Held	FROM		TO		Reason for leaving	
		MM	YY	MM	YY		
IF YOU WERE PREVIOUSLY EMPLOYED IN THE Public Service, indicate whether any condition exists that prevents your re-employment						YES	NO
If yes, provide the name of the previous employing department							

G. REFERENCES (Please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION	
I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed	
SIGNATURE:	DATE: