



## **KGATELOPELE MUNICIPALITY**

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

**DEPARTMENT: BUDGET & TREASURY**  
**POST: DEBTORS OFFICER**  
**(REFERENCE NO: KLM 17 /2023/2024)**

**ANNUAL REMUNERATION WIL BE BASED ON A R135017.00 (TASK 5)**

### **REQUIREMENT AND QUALIFICATIONS**

- Grade 12 and Financial Accounting or Related Tertiary Qualification.
- At least 2-3 years Debtors management/Financial Aid experience
- Knowledge of the Debt Collections Act and National Credit Act.
- Excellent Communication Skills – Verbal and Written.
- Negotiation skills.
- Experience in Conflict Management will be an added advantage.
- Ability to handle difficult customers.
- Experience with advanced Excel and other MS/software packages are essential

### **KEY PERFORMANCE AREA**

\*Address all related fee queries and daily liaison with the collectors. \*Prepare monthly payments requisitions. \*Perform analysis of long outstanding debtors and implement credit control measures to reduce the debtors' balance. \*Ability to implement innovative ways of increasing the debtor's collection rate. \*Planning and Preparations for registration of Indigents. \*Regular update and monitor the indigent register, can be requested to perform physical verification of indigents as per the indigent register. \*Responsible for the timeous transfer of payments received for various special fund accounts. \*Invoicing and follow up on all outstanding relating debt. \*Daily verification of journals captured by reporting staff. \* Responsible for the Accounts receivable sub – system on the Financial System. \*Safekeeping of documents and surety Forms, Debit Order Instruction Forms, Acknowledgement of Debt Forms, etc.) \* Meter readings are processed and accurately allocated to account holders. \* Accounts are printed and sorted by consumer type. \*Any complaints are handled and corrections are done where needed. \* Personal information of consumers is updated on the financial system



**DEPARTMENT: BUDGET & TREASURY OFFICE**  
**POST: FINANCIAL INTERNSHIP X3 (FIXED TERM 24 MONTHS)**  
**(REFERENCE NO: KLM 18 /2023/2024)**

**ANNUAL REMUNERATION WIL BE R 108 000.00**

**REQUIREMENTS AND QUALIFICATIONS:**

- Grade 12 and B Com Accounting/Finance/ or National Diploma in Accounting/Finance or equivalent qualification.
- Sound understanding of computer literacy, e.g., MS Word, Excel, PowerPoint, etc.
- Strong work ethic and enthusiasm to learn various components of financial management.

**KEY PERFORMANCE AREAS:**

- Assist in developing financial policies and procedures, compile financial statements and management reports, compile the annual budget, control and manage municipal bank accounts and investments, assist in the management of debtors and credit control processes, analyses reconciliations and finances, effectively manage the supply chain and manage assets and liabilities

**FINANCIAL INTEREST**

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc.; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.



If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required. No fax or e-mailed applications will be considered, applications received after the closing date indicated below will not be accepted.

Applications can be post to The Municipal Manager  
Attention: ADV. W. Blundin  
Kgatelopele Municipality  
P.O. Box 43  
DANIELSKUIL  
8405

Or can be hand delivered at:  
Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Senior Human Resource Management, Ms. M.C. Pienaar (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

**CLOSING DATE: 14<sup>th</sup> JUNE 2024 AT 12:00PM**