



1. VACANCY: MANAGER: INCOME/ REVENUE ON TASK GRADE 16 OF A CATEGORY 3 LOCAL MUNICIPALITY- (SALARY SCALE: R 606 705 – R 787 539 pa)

Applications are invited from persons who consider themselves suitably qualified to apply for the above position currently vacant in the Ndlambe Finance Department. The successful candidate will report directly to the Deputy Director Finance.

Qualifications

Must have Matric plus BCom degree or National Diploma in Accounting, 5 years management experience with 3 of those years being a Revenue Manager in Local Government, knowledge of municipal systems, computer literacy ability to work under pressure, good interpersonal skills, and accuracy when working with figures. Must have a driver's license.

Duties

The following duties but not limited to apply:

- Management of municipal billing
- Management of Credit Control / Revenue Collection
- Oversee compilation of periodic General Valuations and related processes
- Staff Training and Development
- Oversee municipal Banking processes
- Oversee Provision of free basic services and free basic Alternative energy
- Implementation of the Indigent policy
- Management of prepaid vending system and Municipal Vendors
- Resourcing section to improve operational efficiency
- Provide support and input in compiling annual financial statements
- Provide input in developing policies and by-laws for the section
- Compile and monitor annual budget implementation
- Build and maintain a customer service culture
- Preparation of reports required in respect of the section
- To perform Adhoc duties as may be required from time to time

To apply, please send your C.V, certified copies of qualifications, ID document, cover letter, and driver's license (including details of at least 3 contactable references) to the *Human Resource Unit*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 OR Hand deliver at HR Offices at 01 Causeway Road, Civic Centre, Port Alfred. Please note that no late submission, faxed or emailed applications will be considered. **For enquiries kindly contact the Human Resources Section at 046 604 55 00.**

Application forms are downloaded on the Municipal website (www.ndlambe.gov.za). **The closing date is Friday, 31 May 2024.**

Employment Equity Plan will be complied with. All applications who do not receive any response within 21 days of the advertisement, should know that their applications have not been successful.

NOTICE NUMBER: 92/2024
14 May 2024

ADV. R DUMEZWENI
MUNICIPAL MANAGER

The Herald

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