



UMSOBOMVU MUNICIPALITY: PERSONNEL ADVERTISEMENTS

Umsobomvu municipality, servicing the towns of Colesberg, Noupoort and Norvalspont seeks applications from suitable qualified candidates for appointment in the under-mentioned post. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

Post: Senior Clerk: Revenue

Qualifications: Grade 12

Salary: R 155 986.00 to R 177 764.00 per annum plus normal benefits applicable to local government.

Experience: Computer Literacy. Ability to communicate in two or more of the local official languages. Relevant debtors and general accounting experience (2-3 years), working knowledge of Abacus/Vista financial systems.

Job Purpose: Coordinates activities associated with the Revenue Section of the Financial Services functionality through the implementation of laid down policies and procedures by directing and executing accounting and administrative procedures and processes associated with controlling debtor accounts and debt recovery.

Key Functions :

Personnel And Performance Management

Directs and controls the Key Performance Indicator's and outcomes of personnel within the Revenue Section; Define/ adjusts the role boundaries, workflow processes and job design against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance; Determine staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements; Participate in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and interviews; Conducts appraisals to measure performance against agreed objectivities, counseling and consulting with personnel on developmental goals, career paths and, short term targets and standards; Monitor the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department; Analyze statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures and Codes of Good Practice encapsulated in Employment Legislation; Ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Section to contribute positively to the Department's service level objectives and outcomes.

Procedures, Systems and Controls

Directs the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Revenue Section's structure; Assesses the adequacy of current transactional recording/ accounting procedures related to reconciliations, posting, updating and adjustment of entries; Evaluates and reviewing risk related policies associated with cashiering and banking sequences with a

view to providing input into the amendment of procedural applications; Monitors and seek approval through correspondence/ reports outlining requirements associated with aligning revenue system parameters on specific service related tariffs to accommodate National Government priorities with respect to free basic essential services to households in poor rural communities; Monitors the application and adequacy of 'debt recovery policies' to minimize the risk of non-payment; Interpret and analyze audit findings and investigational reports with a view to determining levels of interventions required to improve procedural applications; Ensure laid down policies and procedures are adhered to contributing to accountable administration of critical outcomes associated with revenue collection processes and transactions.

Debtor Control

Manages applications and sequences associated with recording, adjustment and updating of the Municipality's debtor related transactions and accounts; Implementing controls to monitor debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences; Directs the debtor transactional processing sequences, attending to approval requirements for settlement provisions, updating and reconciliation of revenue accounts and the preparation of financial reports reflecting the Municipality's Income status; Coordinates and guide specific deadlines and financial reporting sequences associated with audit and legal compliance exercises, checking and verifying information/ records submitted satisfies the scope of requirements; Ensure processing and recording sequences are performed in accordance audit guidelines and generally accepted accounting principles.

Application Instructions:

A comprehensive CV together with certified copies of qualifications and other relevant documentation must be submitted to: The Municipal Manager Umsobomvu Municipality, Private Bag X 6, **Colesberg**, 9795 before or on 15 June 2018 at close of business. No faxes or e-mails will be accepted. Should applicants not receive any response within two months after the closing date, please accept that your application has not been successful. Canvassing and/or lobbying of Councillors and or municipal officials will result in the disqualification of an applicant.



A.C. MPELA
MUNICIPAL MANAGER

Notice Nr. 29/2018

Date: 29 May 2018