

EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: CHIEF CLERK: CREDIT CONTROL

PERMANENT APPOINTMENT

WC0440668

REFERENCE: FINCREDIT 08/2023

Salary : R224 976 – R 290 856 per annum T8
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12
- Computer literacy (MS Office)
- Valid Code B Driver's License
- 2-5 Years relevant experience

COMPETENCIES:

- Core Professional Competencies: Written and Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organizational Awareness, Problem Solving, Planning and Organizing.
- Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
- Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation.
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Ensure that debtor administration is carried out according to prescribed guidelines and that Council policies are adhered to.
- Ensure that all performance for Indigent Support and those handover accounts are dealt with and considered and that all sequences relating to Indigent Support and the legal processes have been followed in line with policies and By-Laws.
- Ensure that all correspondence received and sent is dealt with efficiently and that information is captured where necessary.
- Ensure all queries are dealt with and finalized.
- Ensure that communication channels are effective, and that information is obtained and shared.
- Ensure that meetings are represented by the Credit Control Department and that feedback is given.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be able to communicate in at least two of the three official languages of the Western Cape.
- Must have good interpersonal skills.
- Must be able to handle conflict situations.
- Must have good administrative and numerical skills.
- Must have good communication and interpretation skills.
- Must be able to work under pressure.
- Must be reliable and trustworthy.
- Must have high work standards.
- Must be willing to work after normal office hours when required.
- Must be accurate and apply attention to detail.

- Ability to handle difficult customers and situations.
- Confidentiality and Integrity (working with sensitive information).

ENQUIRIES: MS B GOUWS (044-801 9177)

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to FinancePosts@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **13 SEPTEMBER 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 13 SEPTEMBER 2023

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZEMALI

IGAMA LESIKHUNDLA: UNOBHALA OYINTLOKO: ULAWULO LWAMATYALA

UKUQESHA NGOKUSISIGXINA

WC0440668

IREFERENSI: FINCREDIT 08/2023

Umvuzo : R224 976 – R 290 856 ngonyaka T8

Iinzuzo ezongezelweyo zeenkonz : Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne -Inshurensi yoBomi beQela.

IIMFUNEKO EZINCINANE:

- Ibangi le-12
- Ulwazi lwekhompyutha (MS Office)
- IKhawudi B yephepha- mvume lokuqhuba
- 2-5 Iminyaka yamava afanelekileyo

UBUCHULE

- Ubuchule obungundoqo boBungcali:Unxibelelwano olubhaliweyo nolomlomo,Ingqalelo kwinkcukacha , Impembelelo, Imigaqo yokuziphatha ngokusesikweni nobuchule, Ulwazi loMbutho, Ukusombulula iNgxaki, uCwangciso noLungiselelo.
- Ubuchule bokusebenza:linkqubo zoshishino, Usetyenziso lwetheknoloji , Ukusetyenziswa koLwazi & noHlalutyo.
- Ubuchule bokuQhelaniswa neeNkonzo zoLuNtu:Ubudlelwane phakathi kwabantu:Unxibelelwano, Ukuqhelaniswa nokunikezelwa kweenkonzo, Ukuqhelaniswa nabaXumi nokuGxila kubaThengi.
- Ubuchule boMntu:Ukuqhelaniswa neNyathelo,Ukomelela, Ukulungela inguqu, Isakhono sokuqonda, Ukuqhelaniswa nokufunda.
- Ubuchule boLawulo/ bobuNkokheli: Impembelelo nefuthe Ukuqhelaniswa neQela, Ukubeka Umkhomba ndlela, Ukuqeqesha kunye nokuThantamisa.

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Qinisekisa ukuba ulawulo lwabatyalayo luqhutywa ngokwezikhokelo ezimiselweyo nokuba imigaqo-nkqubo yeBhunga iyathotyelwa.
- Qinisekisa ukuba yonke intsebenzo yeNkxaso yabaNgathathintweni kunye nezo akhawunti zonikezelo ziyaqwalaselwa kwaye zisiwa iso nokuba lonke ulandelelwano olunxulumene neNkxaso yabaNgathathintweni kunye neenkqubo zomthetho zilandelwe ngokuhambelana nemigaqo-nkqubo kunye neMithetho kaMasipala.
- Qinisekisa ukuba yonke imbalelwano efunyenweyo nethunyelweyo iphathwa ngokufanelekileyo kunye nokuba ulwazi lufakiwe kwikhompyutha apho kuyimfuneko.
- Qinisekisa ukuba yonke imibuzo iyaphendulwa kwaye igqityiwe.
- Qinisekisa ukuba amajelo onxibelelwano ayasebenza, kunye nokuba ulwazi luyafunyanwa kwaye kwabelwana ngalo.
- Qinisekisa ukuba iintlanganiso zimelwe liSebe loLawulo lwamaTyala kwaye ingxelo iyanikezelwa.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Kufuneka ukwazi ukunxibelelana ubuncinane ngeelwimi ezimbini kwezintathu eziseMthethweni zaseNtshona-Koloni
- Kufuneka ube nezakhono ezifanelekileyo zokusebenzisana nabanye.
- Kufuneka ukwazi ukujongana neemeko zempixano

- Kufuneka abe nezakhono ezifanelekileyo zolawulo nezamanani
- Kufuneka abe nezakhono ezifanelekileyo zonxibelelwano kunye nokutolika.
- Kufuneka ukwazi ukusebenza phantsi koxinzelelo.
- Kufuneka uthembeke
- Kufuneka ube nemigangatho ephezulu yokusebenza.
- Kufuneka uzimisele ukusebenza emva kweeyure zomsebenzi eziqhelekileyo xa kuyimfuneko.
- Kufuneka usebenze ngokuchanekileyo kwaye unike ingqalelo kwiinkcukacha.
- Ukukwazi ukuphatha abathengi kunye neemeko ezinzima.
- Ukugcina imfihlo kunye neMfezeko (ukusebenza ngolwazi oluntununtunu).

IMIBUZO: NKS B GOUWS (044-801 9177

IMIYALELO KUBAFKI- ZICELO

Abafaki-zicelo kufuneka bangenise ifomu yesicelo esemthethweni, egcwaliswe onke amacandelo kunye ne-CV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso ezifanelekileyo, isazisi kunye nephepha-mvume lokuqhuba, ukuba kufanelekile. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa-**FinancePosts@george.gov.za**. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla we-**13 eyoMsintsi 2023** ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili. Abafaki zicelo kufuneka bagcwalise ifomu yesicelo ngokupheleleyo.**

Zizicelo ezingeniswe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo

Ukurhwetyeshwa kooCeba kunye /okanye amagosa.

Ukungathotyelwa kwemiyalelo ekwisibhengezo sentengiso

QAPHELA: Nceda uqaphele apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi oluya kuquka nolunye uphononongo olunxulumeneyo.

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelananomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nomdla.

UMHLA WOKUVALWA: 13 EYOMSINTSI 2023

