



BELA-BELA LOCAL MUNICIPALITY

BUDGET & TREASURY DEPARTMENT

POSITION: DEBT COLLECTION CLERK (2 POSITIONS)

REQUIREMENTS:

- Grade 12 or equivalent.
- 3-5 years experience in credit control.
- Computer literacy.
- Numeracy and communication skills.

DUTIES

- Monitoring of customer accounts and the recovery of outstanding amounts
- Completing details on reminder notification indicating amount outstanding and circulating to account holders.
- Interacting with service departments with respect to disconnections/ reconnections or resumption of services.
- Preparing documentation and records for handover to activate legal proceedings and collection.
- Documenting payment term arrangements as agreed to with the customer and/ or executing write off sequences for unrecoverable debts upon approval.
- Provides support with respect to specific activities/ requirements associated with the functionality of debt collection section
- Attending to specific correspondence/ telephonic enquiries, communicating and providing routine information and/ or referring queries to appropriate departments/ personnel for attention.
- Reports on debt control when required

SALARY POST LEVEL: 08

R 122 069.47 per annum

Closing Date: 23 August 2013

Bela-Bela Municipality has a firm commitment to the advancement of designated groups, including women and disabled. Application letters, Comprehensive CV's should be forwarded to the Municipal Manager, Private Bag x 1609, Bela-Bela, 0480. For further information please contact The Divisional Manager Human Resources at 014 736 8000. Should candidates not be notified of the outcome of their applications within six weeks of the closing date, please consider your application unsuccessful. Faxed and e mailed applications will not be accepted. Further note that all shortlisted applicants will be subjected to security vetting and information verification.

**MALULEKA MM
ACTING MUNICIPAL MANAGER**

NOTICE NUMBER: 48/13