



**LAINGSBURG MUNICIPALITY**  
**EXTERNAL VACANCY**  
**LAINGSBURG AREA**  
**NOTICE NUMBER 128/2024**

**CLERK: CREDIT CONTROL**  
**DEPARTMENT: FINANCIAL AND COMPLIANCE SERVICES**  
**DIVISION: FINANCIAL SERVICES**  
**SECTION: REVENUE**  
**PERMANENT**

**SALARY SCALE: Post Level T6: R152 796,00 – R198 348, 00 per annum**  
**Additional Benefits: Medical aid (optional), Pension, 13<sup>th</sup> cheque**

**REQUIREMENTS**

- Gr. 12 with accountancy
- Code B driving license (Compulsory)
- Computer Literacy – MS Office Applications.
- Relevant experience will be an advantage

**KEY COMPETENCIES**

- Strong organizational skills and attention to detail.
- Good customer service orientation.
- Knowledge of financial systems will be an added advantage.
- Must be able to work under pressure and handle conflict

**KEY PERFORMANCE AREAS**

- Monitor and manage accounts receivable, ensuring that overdue accounts are identified, and follow-up action is taken.
- Implement credit control measures in line with municipal policies and relevant legislation.
- Communicate with customers regarding outstanding accounts and negotiate payment arrangements.
- Prepare and send demand letters to defaulters.
- Process account adjustments, corrections, and write-offs in compliance with municipal regulations.
- Maintain accurate records of all collection efforts and payment plans.
- Assist with preparing reports for management on credit control and debt recovery activities.
- Administer processes and provide customer support related to indigent application

The Competencies level for this position is a Administrative level 1 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"><li>• Written Communication</li><li>• Oral Communication</li><li>• Attention to Detail</li><li>• Influence</li></ul>	<ul style="list-style-type: none"><li>• Business Processes</li><li>• Use of Technology</li></ul>	<ul style="list-style-type: none"><li>• Interpersonal Relationships</li><li>• Communication</li><li>• Service Delivery Orientation</li></ul>	<ul style="list-style-type: none"><li>• Action Orientation</li><li>• Resilience</li><li>• Change Readiness</li></ul>	<ul style="list-style-type: none"><li>• Impact and Influence</li><li>• Team Orientation</li><li>• Direction Setting</li></ul>

<ul style="list-style-type: none"> <li>• Ethics and Professionalism</li> <li>• Organisational Awareness</li> <li>• Problem Solving</li> <li>• Planning and Organising</li> </ul>	<ul style="list-style-type: none"> <li>• Data Processing and Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Client Orientation and Customer Focus</li> </ul>	<ul style="list-style-type: none"> <li>• Cognitive ability</li> <li>• Learning orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching and Mentoring</li> </ul>
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**CLOSING DATE: 04 OCTOBER 2024**

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences. Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documents will be returned, No copies of certified copies will be accepted. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Submit your application on the Laingsburg Municipal application form (available at the office/municipal website) clearly stating for which post you apply for together with detailed CV and certified copies of qualification for the attention of The Municipal Manager, Private Bag X4, Laingsburg, 6900 or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**

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**JAFTA BOOYSEN**  
**MUNICIPAL MANAGER**  
**16 September 2024**

**Municipal Offices**  
**Private Bag X4**  
**LAINGSBURG**  
**Tel: 023 5511 019**