



HANTAM MUNISIPALITEIT HANTAM MUNICIPALITY

REF NO: F&C 02/2022-2023

Hantam Municipality, based in Calvinia, currently has the following vacancy and applications are awaited from competent persons who meet the set minimum job requirements. Prescribed application forms are available at the offices and on the website (www.hantam.gov.za) of Hantam Municipality. Hantam Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

DEBT COLLECTOR (CALVINIA)

Requirements:

To meet the requirements of the post, you must have the following:

- Grade 12 (NQF4) with Accounting
- 2 Years relevant experience
- Code B Drivers' License
- Fluent in two of the three official language in the Northern Cape
- Computer literate in MS Word / Excel / Outlook
- Attention to detail
- Accounting skills
- Protocol and business ethics
- Good communication abilities
- Able to handle conflict
- Able to work under pressure
- Time management
- Management and supervisory skills

KEY PERFORMANCE

- Administrative duties regarding collections/credit control
- Administration and Implementation of the Credit Control and Collection Policy
- Administration and implementation of Intergovernmental Awards (IOT)
- Record keeping of Intergovernmental Awards (IOT)

LOCATION: Calvinia

SALARY: T07 (R 13 974-00 p.m.)

CLOSING DATE: Friday, 16 September 2022

Certified copies of Identity Document, Qualifications, Certificates, as well as a complete CV, must accompany your application form.

If you do not receive any feedback from the Municipality within 3 weeks after the closing date, you can accept that your application was unsuccessful.

Take Note:

- Only shortlisted candidates will be contacted.
- No late applications will be considered.
- E-mailed applications will be accepted.
- Recruitment with Councillors and / or any member of the appointment committee and / or any staff member of the Hantam Municipality, is inadmissible and will disqualify applicants immediately.

Applications can be addressed to:

Mr. J.I. Swartz
Tel: 027-341 8500
Fax: 027-341 8501
E-mail: records@hantam.gov.za

Hantam Municipality
20 Dr Nelson Mandela Drive
Private bag X14
Calvinia, 8190

Enquiries can be directed to:

Senior Manager: Finance and Corporate Services
Mr. W.C. Jonker: wjonker@hantam.gov.za

- Hantam Municipality reserves the right not to make an appointment.