



UMZINYATHI DISTRICT
MUNICIPALITY



www.umzinyathi.gov.za

PRINCESS MAGOGO BUILDING 39 Victoria Street, Dundee 3000. Tel: 034 219 1500, Fax: 034 216 1940
e-mail rc3@umzinyathi.gov.za

Umzinyathi District Municipality an equal opportunity employer, with its head office based in Dundee, hereby invites suitably qualified persons to apply for the following position:

MANAGER REVENUE

(X1 POST)

EXTERNAL

REFERENCE : **4/R/1/2/2**
DEPARTMENT : **FINANCE**
SALARY : **Post Level E1 (R617 967.73) per annum**
FRINGE BENEFITS : **Include inter alia, 13th cheque, pension fund, medical aid scheme, housing allowances.**

REQUIREMENTS: BCom/National Diploma in Accounting. 3 years experience in Local Government. Valid Code 8 driver's licence. Knowledge of Sage 300 will be an advantageous. Must demonstrate knowledge and experience in municipal finance/accounting. Be prepared to work under pleasure and to work long and irregular hour. Computer literacy.

FUNCTIONS/KEY RESPONSIBILITIES

- ❖ Identifies and defines the short to medium objectives and priorities of the section related with the revenue management functionalities by: debtors management.
- ❖ Implement debts control and collection policy.
- ❖ Perform debtors age analysis.
- ❖ Advice on tariffs for services.
- ❖ Maintain and update indigent register and policy.
- ❖ Ensure accurate and appropriate receipting of cash for services rendered and banking thereafter
- ❖ Ensure accurate and timely billing of customers for services.
- ❖ Ensure customer care management ect.

Written applications together with a comprehensive Curriculum Vitae and certified copies of qualifications, driver's licence and identity document must be forwarded to:

**THE ACTING HUMAN RESOURCES MANAGER
MRS ME MBUYISA
UMZINYATHI DISTRICT MUNICIPALITY
P O BOX 1965
DUNDEE
3000**

The Closing date for applications will be **21 SEPTEMBER 2021**

T H U T H U K A M Z I N Y A T H I



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If not contacted within 30 days from the closing date, kindly regard your application as being unsuccessful.

No faxed or emailed application will be accepted.

**MR LH MTHEMBU
MUNICIPAL MANAGER**

DATE: 14/09/2021