

Umzimkhulu



Municipality

Tel: (039) 259 0216 / 147 / 391

Fax: (039) 259 0427

169 Main Street

P.O.Box 53

Umzimkhulu 3297

E-mail: umzimuni@intekom.co.za

PROVINCE OF KWAZULU-NATAL

KZN435

KZN435/13/14/018 CORP

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging positions

1. REVENUE OFFICER

POST LEVEL 3

MINIMUM REQUIREMENTS

- MATRIC
- DIPLOMA IN FINANCIAL ACCOUNTING /ND COST AND MANAGEMENT ACCOUNTING OR RELEVANT 3 YEAR TERTIARY QUALIFICATION
- 2 – 3 YEARS

KEY PERFORMANCE AREAS.

- Balancing cash receipts against entries recorded in receipt books and preparing the schedule categorizing income received for according to services and preparing bank deposit notifications.
- Processing and verifying debtor transactions against system reports and summaries and seeking approval on adjustments to entries for specific accounts.
- Perform billing on monthly basis and monitoring of indigent register.
- Generating Debtors Age Analysis reports and checks the status of accounts with a view to referring arrear/overdue accounts for further action.

2. CHIEF TRAFFIC OFFICER

It is a 5 year fixed term performance based contract

Salary: It is negotiable according to experience and qualification

MINIMUM REQUIREMENTS

- B- Degree or Nation Diploma in Traffic or Transport management
- A minimum of three (3 years in Traffic Inspectorate at a senior level
- Be registered as a Traffic Officer with relevant Traffic body
- Be computer literate
- Code EB driver license
- Through understanding of transport and traffic legislation and regulations
- Good communication and interpersonal skills
- Ability to work long hours under pressure
- People management skills

KEY PERFORMANCE AREAS

- Provide Leadership and Management to the Traffic department
- Liaise with provincial road Traffic inspectorate and department of Transport on issues affecting traffic centre
- Ensure that drivers Testing Centre complies with all legal and applicable regulations
- Represent the Municipality in all Provisional meetings organized by relevant Departments ensure that queries from road Traffic inspectorate are attended
- Ensure that all banking takes place on daily basis
- Ensure that Traffic Officers are daily deployed to various law enforcement tasks
- Ensure the enforcement of By Laws
- Work closely with local Road Traffic Inspectorate on law enforcement issues

CLOSING DATE : 30 MAY 2014

Enquiries can be directed to the corporate services manager .no fax or email application will be accepted. UMzimkhulu municipality is an equal opportunity employer with strong gender basics, woman and disabled candidates are encourage to apply

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MR Z.S. SIKHOSANA
MUNICIPAL MANAGER.

All applications with comprehensive curriculum vitae , application letter , certified copies of education qualification must be addressed to:

The Municipal Manager

Attention; Corporate Services Manager (MS N.N.NDUKU)

UMzimkhulu Municipality

P.O.BOX 53

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