

Umzimkhulu



Municipality

Tel: (039) 259 0216 / 147 / 391

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169 Main Street

P.O.Box 53

Umzimkhulu 3297

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PROVINCE OF KWAZULU-NATAL

KZN435

KZN435/13/14/014/CORP

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

1. **REVENUE ACCOUNTANTED (PL1)**

SALARY: R351 569.00 PER ANNUAL

MINIMUM REQUIREMENTS

- MATRIC
- B. COM DEGREE OR EQUIVALENT
- COMPUTER LITERATE
- RELEVANT EXPERIENCE (3-4 YEARS)
- VALID DRIVERS LICENCE

KEY PERFORMANCE AREAS

- Managing and directs Revenue Management unit objectives and processes
- Analysing and approving revenue recording process referring to information detailed in supporting documentation and resolving deviations from procedures.
- Preparing statistical reports depicting short to medium term cash flow tenders inclusive of explanations to support specific deviations.
- Analysing and verifying transactional recordings, debtor reports and summaries and, processing or approving adjustments to entries.

- Monitoring the notifications for circulation to overdue debtors and/or communicating, calculations and establishing payment terms and conditions with defaulters.
- Performing reconciliations.
- Generating debtor's age analysis reports and checks the status of account with a view to referring arrear / overdue accounts for further action.

2. **TRAFFIC OFFICER (PL3)**

SALARY: 129 000.00

BENEFITS: DANGER AND SHIFT ALLOWANCE

MINIMUM REQUIREMENTS

- MATRIC
- TRAFFIC OFFICERS DIPLOMA
- UNDERSTANDING OF TRANSPORT LEGISLATION /NRTA 93/96 EXAMINER OF DRIVING LICENCE (K53)
- COMPUTER LITERATE
- REGISTERED AS A TRAFFIC WITH RELEVANT TRAFFIC BODIES
- 3 YEARS EXPERIENCE AS A TRAFFIC OFFICER
- VALID DRIVERS LICENCE

KEY PERFORMANCE AREAS

- Regulate and control traffic upon any public road
- Inspect or test any part and functioning of any vehicle and equipment with a view to ascertaining whether such vehicle comply with the provision of the act
- Exercise or perform any power and duties conferred upon an inspector of licences in terms of section 8
- Attend to emergencies motor vehicle accident and incidents and disaster ,conduct escorts VIP and abnormal load and all other related duties
- Enforce the law in terms of NRTA93/96 and the by laws of municipality and the by laws of municipality

KNOWLEDGE SKILLS AND COMPETENCY

- Communications skills.
- Interpersonal skills.
- Ability to work under pressure and long hours.
- People management skill.

CLOSING DATE : 30 JANUARY 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

UMZIMKULU

