



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be



200 YEARS
reflect and imagine
...the making of a great place to be

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Grahamstown. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

POST 1: 1 X MANAGER: REVENUE & RECEIVABLES

DIRECTORATE: BUDGET & TREASURY

TASK GRADE: 15

SALARY SCALE: R398 247 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus three (3) year Degree or National Diploma with Accounting. 3-5 years relevant experience in local government. Extensive knowledge and understanding of MFMA, MPRA, National Treasury regulations & applicable GRAP standards. Must have Minimum Competency Certificate (CPMD) or in a process of completing CPMD. Ability to work under pressure.

COMPETENCE/SKILLS REQUIRED: Advanced computer skills. Strong management, supervisory, communication and interpersonal skills. A valid Driver's licence.

KEY PERFORMANCE AREAS: Maintain managerial control, leadership and smooth running of Revenue & Receivables elements which includes Revenue collection, Billing, Free Basic Co-ordination and Risk Management. Responsible for Revenue, Receivables and Free Basic Services Management. Provide qualitative monthly, quarterly and annual reports. Develop Revenue & Receivables internal controls, policies and procedure manuals. Ensure development and implementation of Revenue & Receivables policies and other relevant laws and regulations. Ensure accurate and complete Billing of consumers. Develop and implement Revenue Enhancement Strategy document. Prepare relevant monthly reconciliations. Supervise, develop and manage employees; performance. Provide technical support to CFO on Revenue & Receivable processes. Oversee receipting of revenue collected on a daily basis. Assist in the preparation of Annual Financial Statements and responding to audit queries.

NOTE: All applications must be made on the Official Application form that can be downloaded on our website www.makana.gov.za accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents. Failure to comply with the above will result in disqualifying your application. Canvassing of Councillors and Officials will automatically disqualify any application. All applications may be hand-delivered to The HR Manager, Makana Municipality, 86 High Street, City Hall, Grahamstown or posted to P.O Box 176, Grahamstown, 6140. **No late / faxed / emailed applications will be accepted.** First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. **Enquiries** maybe directed to The Human Resources Practitioner (Miss Zani Siqwede) at 046 603 6110 or e-mail: nsiqwede@makana.gov.za

01 JUNE

CLOSING DATE: ~~MAY~~ 2018



MR. D. M. PILLAY: ACTING MUNICIPAL MANAGER