

**Incorporating Grahamstown, Aliceedale, 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, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply.

**VACANCIES/ IMISEBENZI/BETREKKINGS**

**EXTERNAL POSITIONS**

**POST 1:** 1 X MANAGER: REVENUE & RECIEVABLES  
**DIRECTORATE:** BUDGET & TREASURY  
**TASK GRADE:** 15  
**SALARY SCALE:** R482 186 per annum (plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus B.Com. Degree / B.Tech with Accounting as a major – (NQF Level 7). Completed Minimum Competency Certificate. 4 – 6 years' experience in Revenue Management with at least 2 years in management.

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

**KEY PERFORMANCE AREAS:** Identifies and defines the immediate, short and long term objectives / plans associated with the Revenue functionality. Directs, manages and controls the key performance indicators and outcomes of personnel within the division. Manages, controls and directs the implementation of specific financial procedures, systems and controls associated with the various financial activities of the division. Manages the Revenue division comprising the consolidated billing, customer care, prepayment, debt management and rates. Controls all accounting administration functions relating to the department. Ensuring balancing of control accounts and reconciliation of suspense accounts. Prepare estimates of Capital and iNcome and Expenditure; Assists the CFO with the operations of the Finance Directorate. Attends to legal matters. Attends Council, Standing Committee and Departmental meetings.

**NOTE:** All applications must be made on the Official Application form that can be downloaded on our website [www.makana.gov.za](http://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 or emailed to [recruitment@makana.gov.za](mailto:recruitment@makana.gov.za) indicating the position title on the subject line. **NO LATE / FAXED 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 on 046 603 6110 or e-mail: [recruitment@makana.gov.za](mailto:recruitment@makana.gov.za)

**CLOSING DATE: 25 SEPTEMBER 2020**

  
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**MR. M. MENE MUNICIPAL MANAGER**