



MARULENG MUNICIPALITY

65 SPRINGBOK
STREET
P.O. BOX 627
HOEDSPRUIT
1380

TEL : (015) 793 2409
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FAX : (015) 793 2341
ENQ : Human Resource

MOPANI DISTRICT

CORPORATE SERVICES

INTERNAL ADVERTISEMENT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position:

Position : Admin Clerk: Debtors
Directorate : Budget and Treasury
Type : Permanent
Salary : R171 021.70 per annum

Requirements: Grade 12. Computer literacy. Experience in debtor's management and credit control, Departmental debt, Customer care and general clerical duties. Driver's license will be added advantage.

Responsibilities: Verify customer accounts and facilitate handling of customer queries. Implement credit control and debt collection activities. Perform monthly debtor's accounts reconciliation. Analyse monthly debtors ageing reports and take necessary follow up actions. Liaise with consumer debtors and rate payers including government departments. Collate debtors' information for submission to collecting agents.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of this position and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised position.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applications should be in the form of municipal application form obtained from our website: www.maruleng.gov.za, curriculum vitae and certified copies of qualifications and identity document should be directed to: The Acting Municipal Manager, Maruleng Municipality, P.O Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 26 August 2022 at 12H00. Direct your enquiries to Mrs. Ramohlola Kidibone or Mrs Ngoma Jiekie @ 015 793 2409/ 015 590 1690.

