



**DIRECTORATE: FINANCIAL SERVICES**

**CHIEF CLERK CREDIT CONTROL**

**WC044FINRM0668**

**REF: FINAN T8 01/01/22**

**SALARY SCALE: R202 656 – R263 064 per annum T8**

**REQUIREMENTS:**

- NQF 5
- Computer literate
- Valid Driver's License
- 2 Years appropriate debt collection experience in a Client Services environment
- Ability to communicate in at least two official languages of the Western Cape

**SPECIAL CONDITIONS ATTACHED TO THE POSITION:**

- Must have good interpersonal skills
- Must be able to handle conflict situations
- Must have good communication and interpretation skills
- Must be able to work under pressure
- Must be reliable and trustworthy
- Must have high work standards
- Must be willing to work after normal office hours when required
- Must be accurate and apply attention to detail
- Ability to handle difficult customers and situations
- Must be physically healthy and fit
- Confidentiality and Integrity (working with sensitive information)

**DUTIES:**

- To ensure that debtor administration is carried out according to prescribed guidelines and that Council policies are adhered to
- To ensure that all performance of Indigent Support and those handover accounts are dealt with and considered
- To ensure that all sequences relating to Indigent Support and the legal have been followed regarding policies and By-Laws
- To ensure that all correspondence received and sent to is dealt with efficiently and that information is captured where necessary
- To ensure that all queries are dealt with and finalized
- To ensure that communication channels are effective, and that information is obtained and shared
- To ensure that meetings are represented by the Credit Control Department and feedback is give

**ENQUIRIES: MRS BERDIEN GOUWS (044 - 801 9177)**

The Council will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, in particular with the emphasis on appointing candidates from the designated/under –represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George. Please address your application to: The Deputy Director: Human Resources, PO Box 19, George, 6530 or via e-mail: [recruitment@george.gov.za](mailto:recruitment@george.gov.za).

Note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

**COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT**

**CLOSING DATE: 03 FEBRUARY 2022**



**DIREKTORAAT: FINANSIËLE DIENSTE**

**HOOFKLERK KREDIETBEHEER**

**WC044FINRM0668**

**VERW: FINAN T8 01/01/22**

**SALARISSKAAL: R202 656 – R263 064 per jaar T8**

**VEREISTES:**

- NKR 5
- Rekenaargeletterd
- Geldige Bestuurslisensie
- 2 Jaar toepaslike skuldinvorderingservaring in 'n Kliëntediensomgewing
- Vermoë om in ten minste twee amptelike tale van die Wes-Kaap te kommunikeer

**SPESIALE VOORWAARDES VERWANT TOT DIE POS:**

- Moet oor goeie interpersonlike vaardighede beskik
- Moet konfliktsituasies kan hanteer
- Moet oor goeie kommunikasie- en taalvaardighede beskik
- Moet onder druk kan werk
- Moet eerlik en betroubaar wees
- Moet oor hoë werkstandaarde beskik
- Moet bereid wees om na normale kantoorure te werk wanneer nodig
- Moet akkuraat en aandag gee aan detail
- Vermoë om moeilike kliënte en situasies te hanteer
- Vertroulikheid en Integriteit (werk met sensitiewe inligting)

**PLIGTE:**

- Om te verseker dat debiteure administrasie volgens voorgeskrewe riglyne uitgevoer word en dat die Raadsbeleide nagekom word
- Om te verseker dat alle prestasie van Deernis Hulp en daardie oorhandigingsrekening hanteer en oorweeg word
- Om te verseker dat alle volgordes wat verband hou met deernis hulp en die wetgewing nagekom is met betrekking tot beleide en verordeninge
- Om te verseker dat alle korrespondensie wat ons ontvang en gestuur word, doeltreffend hanteer word en dat inligting vasgelê word waar nodig
- Om te verseker dat alle navrae hanteer en gefinaliseer is.
- Om te verseker dat kommunikasiekanale doeltreffend is, en dat inligting verkry en opverdeel word
- Om te verseker dat vergaderings deur die Kredietbeheerafdeling verteenwoordig word en terugvoer gegee word

**NAVRAE: ME BERDIEN GOUWS (044 - 801 9177)**

Die Raad oorweeg alle aansoeke in terme van sy Diensbillikeidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/ondervteenwoordigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die pos vereistes voldoen, stuur 'n volledige CV en dekbriëf en aansoëkvorm, verkrygbaar by die kantoor: MenslikeHulpbronne, Burgersentrum, Yorkstraat, George. Rig u aansoëk aan: DieAdjunk-Direkteur: Menslike Hulpbronne, Posbus 19, George, 6530 of via e-pos: [recruitment@george.gov.za](mailto:recruitment@george.gov.za)

Let wel: Heg asseblief gesertifiseerde afskrifte van hoogste opvoedkundige kwalifikasies aan u aansoëk. **Meld asseblief duidelik op u aansoëk die verwysings nommer en pos waarvoor u aansoëk doen.** U aansoëk sal onderwerp word aan verifikasie van kwalifikasies asook krediet en/of kriminelerekord ondersoëke.

Elke pos moet op 'n afsonderlike aansoëkvorm ingevul word. Laat aansoëke of aansoëke per faks sal nie aanvaar word nie. Indien u nie binne 3 maande na die sluitings datumvir 'n onderhoud genooi word nie, kan u aanvaardat u aansoëk onsuksesvol was.

**DIE RAAD BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK NIE**

**SLUITINGS DATUM: 03 FEBRUARIE 2022**