

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Financial Services**  
**POST DESIGNATION: Chief Clerk: Credit Control - George**  
**(Permanent)**  
**WC044FSCC3385**  
**REFERENCE: 3436209**

Salary: R234 156 - R303 948 (T8)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

Grade 12  
Computer literacy: MS Office  
Code B Driver's License  
2-5 Years relevant experience

### COMPETENCIES:

Core Professional Competencies: Written Communication; Oral Communication; Attention to Detail; Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving; Planning and Organising  
Functional Competencies: Business Processes; Use of Technology, Data Processing & Analysis.  
Public Service Orientation Competencies: Interpersonal Relationships: Communication, Service Delivery Orientation, Client Orientation and Customer Focus.  
Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning Orientation.  
Management / Leadership Competencies: Impact and Influence; Team Orientation, Direction Setting, Coaching and Mentoring.

### KEY PERFORMANCE AREAS:

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

### SPECIAL CONDITIONS ATTACHED TO THE POST:

Must be able to communicate in at least two of the three official languages of the Western Cape.  
Must have good interpersonal skills.  
Must be able to handle conflict situations.  
Must have good administrative and numerical skills  
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.

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Ability to handle difficult customers and situations.

Confidentiality and Integrity (working with sensitive information)

The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt regarding any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Billy Pietersen (044) 801 9112

**INSTRUCTIONS TO APPLICANTS (Please read carefully)**

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **[2024-10-30]** at 16:30pm.

**Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

**Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

**Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

**Disqualification:**

**Please note that the following will lead to disqualification:**

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

**The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

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George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: [2024-10-30] AT 16:30PM**