

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO. 14/2024

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

Applications from suitably qualified candidates are invited for the following position:

MANAGER: REVENUE MANAGEMENT

(Task Grade 16 of a Category 4 Local Authority)

REMUNERATION

An amount of **R621 261.00** per annum is on offer.

FRINGE BENEFITS

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund, membership to a medical aid scheme subsidised by Council, cell phone allowance and a motor vehicle allowance.

REQUIREMENTS:

- Grade 12
- Bachelor's Degree in Financial Management / Equivalent.
- Computer Literacy.
- At least (8) relevant experience.
- A Valid Driver's license (minimum code EB) is essential.

CORE COMPETENCIES

- Developing and reviewing the revenue management strategy that supports the Budget and Treasury Services strategy and ultimately the IDP of the municipality, using the input from the departments, divisional staff, and related legislative framework
- Developing and monitor implementation of revenue enhancement and credit control plans participating in the development of departmental and municipal plans.
- Evaluating and analysing current revenue management practices, perusing providing statutory legislation and its amendments to identify gaps in the current practices and rectifying where required.

- Developing, and reviewing the revenue plan of the municipality.
- Developing and implementing revenue management solutions by collecting, analysing information, and recommending courses of action in response to revenue management challenges.
- Designing and reviewing instruments for curbing corruption relating to revenue collection activities and submitting these to the immediate superior for further action.
- Planning and attending to audit queries relating to the division in line with the audit action plan of the Department.
- Conducting needs analysis for the development and/or review of policies, procedures, systems, and controls.
- Obtaining policy, procedures, systems, and controls development input from the internal stakeholders.
- Drafting and reviewing policies where necessary aligning them with legislative requirements and utilizing the input received.
- Managing and overseeing the effective and efficient installations, repairs, replacements, and maintenance of water meters.
- Analysing the exception reports on the meter readings and overseeing the correction of irregular readings.
- Directing and overseeing the implementation of policies and procedures that ensure timely and accurate billing of the municipality's debtors.
- Overseeing that the current billing practices comply with applicable municipal finance legislative requirements and regulations.
- Managing and overseeing the preparation of bills and statements.
- Establishing and reviewing mechanisms for the prompt and successful delivery of invoices for the services rendered to municipal debtors.
- Scrutinising and approving bills-related credit memos.
- Designing and reviewing a framework for the identification and management of indigent households per the applicable policies and legislative requirements.
- Leading and overseeing processes relating to the identification and registration of indigents
- Leading community road shows on free basic services, and sharing information with the community.
- Managing and overseeing the implementation of credit control and debt collection policies and bylaws of the municipality.
- Verifying and recommending signed agreements for debt payment arrangements made by consumers and forwarding agreements to the immediate superior for further action.

- Scrutinising and authenticating investigation reports relating to the affordability and unaffordability of consumers with arrear accounts, and forwarding reports with recommendations to the immediate superior for further action.
- Establishing and managing the implementation of the customer care mechanisms that are aimed at creating a positive and reciprocal relationship between consumers liable for the payment of municipal services and the municipality itself.
- Developing, reviewing, and monitoring the use of mechanisms such as complaints logging system to monitor the response turnaround time.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources or alternatively electronically apply via e-mail on recruitment@jgdm.gov.za. No faxed or late applications will be accepted. Canvassing and/or lobbying of a Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS

MR M.P NONJOLA

Municipal Manager

Joe Gqabi District Municipality

Cnr Cole and Graham Street

Private Bag X102

BARKLY EAST

9786

ENQUIRIES: THEMBISA TOTO

Tel No: (045) 979 3039

File No: 4/6/3/8

CLOSING DATE: 23 FEBRUARY 2024


Approved
2024/01/25