



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

## FINANCIAL SERVICES

### Credit Control and Debt Collection Officer

**Minimum Requirements:** Grade 12 Certificate (Senior Certificate) with Accounting and Mathematics • Code EB drivers licence.

**Other Requirements:** At least 2 year relevant experience • Demonstrated accuracy and sound organising ability • Sound ability to apply own initiative and to take decisions independently • Proven computer proficiency – specialised training will be supplied • Demonstrated ability to function under work and time pressure • Sound health and an excellent attendance record • Well developed interpersonal skills regarding clients and colleagues • Excellent language and communication skills in at least 2 of 3 Western Cape official languages (Afrikaans, English and Xhosa), bearing in mind a predominantly Afrikaans and English speaking client base • Willingness and availability to work outside normal office hours, overtime and standby • Ability to complete a compulsory safety course with the Electrical Engineering Directorate

**Responsibilities/Duties:** To recover outstanding arrear amounts from the defaulters in the Stellenbosch Municipal Area through effective conventional electricity and prepaid electricity disconnections and reconnections as well as to monitor water management devices • Credit control in respect of consumers of municipal services • Special projects in respect of debt management.

**Recommendations:** Experience in meter reading and disconnection of meters • Experience in Debt recovery and Credit control functions • Ability to serve clients professionally • Knowledge of MS Office

**Job related enquiries:** Mr Pieter Wagener- Tel (021 808 8531)

**Salary: R 154 276.32- R 200 256.46**

T08 of a Grade 4 Local Authority (subject to evaluation)

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*In addition to the abovementioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and removal costs under certain conditions.*

*Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, may be posted to the Human Resource Management Services at Stellenbosch Municipality, P.O. Box 17, Stellenbosch, 7599. No e-mails or faxes will be accepted.*

*Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Certified proof of your qualifications and driver's licence is a requirement for selection and must be attached to your CV. Candidates who do not submit all the supporting documentation as requested, will not be considered for this position. Receipt of applications will not be acknowledged and no supporting documentation will be returned.*

**Closing date:** 20 December 2017 @ 12h00



**Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.**

**If you do not hear from us within ten weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za). The Council reserves the right not to make an appointment and to add/amend/change the salary package.**

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