



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : For Centre: **King William's Town, Port Elizabeth, East London, Cradock, Mthatha**, please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: Mr MK. Noah
- CLOSING DATE** : 01 July 2016 Time: 16H00
- POST** : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT. REF: 010716/11**
- SALARY** : **R311 784.00 Per Annum (level 9)**
- CENTRE** : **East London**
- REQUIREMENTS** : Degree in Financial Management with Accounting III as a major subject. Three (3) to five (5) in Financial Management. Practical knowledge of Accrual Accounting. Computer literacy in Microsoft Office (particularly Excel). Extensive knowledge of SAP and PERSAL. Knowledge of Treasury Regulations, the Public Finance Management Act (PFMA), GAAP/GRAP, DORA and Public Service Act. Problem solving, analytical and report writing skills. Strategic thinking. Conversant in English and Afrikaans (isiXhosa will be an added advantage). Good verbal and written communication skills. A valid driver's licence is required.
- DUTIES** : Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage the recording of all receivable. Manage Billing, Return to Sender and Unidentified Revenue received in the region. Provide monthly age analysis reports on debtor's accounts. Manage and mentor revenue staff. Recommend action to be taken against defaulting debtors. Implement business policies and process relating to debt management. Supervise staff
- ENQUIRIES** : Ms B Kama, Tel (043) 701 0376