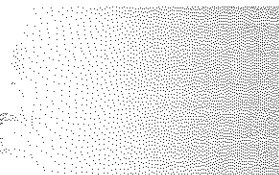


MANTSOPA



LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
LEKGOTLA LA MOTSE

Box 64, Ladybrand, 9745
Tel: (051) 924 0654
Fax: (051) 924 0020

28 August 2023.

MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT AND NEED TO APPOINT SUITABLE QUALIFIED AND EXPERIENCED PEOPLE IN THE UNDERMENTIONED POSITIONS. PEOPLE WITH THE SKILL AND EXPERTISE TO DISCHARGE THE DUTIES OF THE UNDERMENTIONED POSITIONS ARE INVITED TO APPLY AND THOSE PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.

DEPARTMENT OF FINANCIAL SERVICES

1. **MANAGER: REVENUE – Post level 01 Salary: R472 316,99** Benefit of the position Pension / Provident fund, Medical aid, 13th cheque, annual leave, plus car allowance of 850 km per month.

Requirements of the Job:

- B Com Degree with Financial Accounting or equivalent. 5 to 8 years' experience in revenue field which includes 2 years of supervisory experience.
- Computer literacy: MS Office including EXCEL, Knowledge of municipal financial systems including mSCOA regulations.
- Coaching and mentoring skills • Driver's License

Key Performance Areas

- Formulation and implementation of the credit control and debt collection policies and procedures.
- Develop, implement and monitor the effectiveness of the Revenue Enhancement strategies.
- Organizing, planning and controlling the debt collection function.
- Manage the credit control and debt collection processes.
- Liaison with all credit control stakeholders including supervision of staff members in the Revenue Division.
- Management of Billing system.
- Manage month end and year end billing by ensure that no transactions are done in new month before month end is done, that all integrations from billing to votes ledger is done and balanced from the month end, that all cash uploads have been done before closing the billing month to produce accurate billing and votes ledger reports.
- Management of Valuations Roll.
- Compiling the credit control and debt collection policy and procedures documents.

ELECTRICIANS (SENIOR ARTISAN) X2 Post level 4/4 Salary: R342,214.63 Benefit of the position Pension / Provident fund, Medical aid, 13th cheque, annual leave.

Requirements of the Job:

- National Diploma in Electrical Engineering (Heavy Current) plus Trade Test. • 3- 5 Years relevant experience. • Single phase taster • MV & LV (11kv to 66kv) • Good knowledge of High & Low voltage system. • PRDP- Professional Driving Permit • Coaching skills • Driver's License (C1)
- Prepare and coordinate the technical designs and related documents to inform electricity planning and maintenance.
- Responsible for planned and unplanned maintenance of main-substation, mini-substations, transformers and related electricity infrastructure
- Perform planned and unplanned maintenance on network up to and including 33kv in accordance with policies, directives, standard procedures, work practice, guidelines and service agreement.
- Interprets and co-ordinates specific pre-work / site requirements with regards to installation, repairs and, planned and predictive maintenance sequences and guides the activities of personnel to ensure requirements are coordinated and instructions communicated and understood enabling the efficient execution and completion of tasks/activities.
- Respond to call out during abnormal conditions and power supply interruptions on 24 hours basis to minimize customer outage.
- Performs specific tasks associated with the operation of heavy and/or specialized vehicles and equipment (Crane Trucks, etc) during electrical installation, repair and maintenance activities to ensure activities are executed in accordance with laid down instructions and guidelines and general and specific safety procedures are complied with.
- Create assets on network up to and including 33kv in accordance with policies, directives, standard procedure, work practice, guideline, and service agreements.
- Ensure a safe working environment and eliminates unsafe act, complying and statutory requirements.
- Completes internal transactional documentation e.g time sheets, log sheet, progress and productivity fields report, etc) and related forms (vehicle checklist) to ensure details of activities are accurately recorded to facilitate the processing of information related to productivity personnel, time and material allocation and utilization for specific assignments.

Applications to be forwarded as follows: Written application with CVs and covering letter (including three contactable references) and certified copies of the educational qualifications should be addressed to Municipal Manager Mantsopa Local Municipality P.O. Box 64 LADYBRAND 9745

Hand delivery @ 38 Joubert Street, Ladybrand 9745. Please note that no faxes or emails will be accepted. FRAUDULENT QUALIFICATION, DOCUMENTATION FROM APPLICANTS WILL IMMEDIATELY BE DISQUALIFIED. A CANDIDATE / APPLICANT WHO CANVASSES ANY COUNCILOR FOR PREFERENCE WILL ALSO BE DISQUALIFIED FROM SELECTION PROCESS OR FROM APPOINTMENT. CLOSING DATE: **15 SEPTEMBER 2023**

Issued by:


M. R. MOGORODI
MUNICIPAL MANAGER