

MAGARENG



MUNICIPALITY

Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitable candidates to fill the following vacant position within its establishment:

POST : CREDIT CONTROL OFFICER
SALARY : R200 611 P.A (POST LEVEL: 7)

13TH CHEQUE INCLUDED

BENEFITS INCLUDED (PENSION AND MEDICAL AID)

MINIMUM QUALIFICATIONS / POST REQUIREMENTS

- A National Diploma in Financial Management/Accounting/Internal Audit, Economics or Equivalent.
- 1-2 Years relevant Experience
- Knowledge of the relevant legislations that govern Local Government.
- Excellent Computer skills with advanced knowledge of MS Excel.
- Ability to communicate effectively at all levels.
- Ability to work under pressure.
- A Valid driver's license will be an added advantage

KNOWLEDGE

- Ideal candidate is expected to display profound knowledge of Credit Control and Debt Collection.
- Knowledge of Working with the Municipal Finance System (Solar) will be an added advantage.

COMPETENCIES

The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations of 20 September 2021.

Key Performance Areas

- Keep track of outstanding debts;
- Plan course of action to recover owed money;
- Locate and Contact Debtors;
- Negotiate Payoff deadlines and payment arrangements;

- Handle customer's questions or complaints;
- Identify gaps in the system and recommend solutions;
- Update account status and database regularly;
- Comply with National Treasury Directives

PLEASE NOTE

- The municipality is an Equal Opportunity Employer and will observe the requirements of the employment equity act and it's EE Plan.
- No late or faxed applications will be considered.
- The ideal candidate who is recommended for appointment will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history checks/reference checks and should disclose any financial interests.
- Magareng Municipality reserves the right to nullify or cancel the employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies or any other relevant legislation.
- Suitably qualified applicants must submit their application with a detailed cover letter, curriculum vitae(cv), certified copies of academic qualifications, Identity document and driver's licence (certified copies must not be older than 3 months) to the **Human Resource Manager P.O. Box 10 Warrenton Northern Cape 8530**.
- Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
- The municipality reserves the right to appoint or not appoint any person.

Closing Date: 22 December 2025

**Enquiries can be directed to Mr Oregolele Mokwa (HR Manager)
Tel: 053 497 3111 during office hours (07:30 - 16:00)**