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A BETTER PLACE FOR ALL  
Ref No.: 4/3/33

### EXTERNAL ADVERTISEMENT

**Dr. Nkosazana Dlamini – Zuma Local Municipality hereby invites applications from all suitable, qualified, and experienced individuals for appointment to the following position.**

**DEPARTMENT : FINANCE**

**VACANCY 01 : DEBTORS ADMINISTRATOR (T.G 09)**

**REMUNERATION : R 234 165.72 P. A PLUS NORMAL MUNICIPAL BENEFITS**

#### **REQUIREMENTS:**

- National Senior Certificate (grade 12).
- National Diploma or B/Degree in Accounting or any other relevant qualification.
- Minimum of 3 years relevant experience.
- Excellent computer skills, particularly MS Word, MS Excel and PowerPoint.
- Good Communication skills
- Be fluent in both Isizulu and English

#### **KEY PERFORMANCE AREAS:**

The successful candidate will be responsible for the following duties:

- Completing details on reminder notification indicating amount outstanding and circulating to account holders .
- Preparing documentation and records for handover to activate legal proceeding and collection.
- Documenting payment terms arrangement as agreed to with the customer and/or executive write off sequences for unrecoverable debtors upon approval.
- Processing transactional data referring to specific transitional documentation and recordings ,attending and amendment/adjustment and the posting of transactions to specific accounts.
- Executing procedures with respect to Reconciliation of rates and services related income for debtors.

- Attending to the printing and posting of consolidated bills to customers.
- Preparation of Monthly Investment Register and preparing/processing Monthly Journal and reconciliation.

**Inquiries: Mr. S.A Radebe 060 521 8374 / (039) 833 1038 (During office hours 08:00 am to 16:00 pm)**

Please note: Applications must be submitted on a **Dr. Nkosazana Dlamini Zuma Application Form** that can be obtained on our website [www.ndz.gov.za](http://www.ndz.gov.za) accompanied by Curriculum Vitae with three references, certified copies of academic qualifications, ID, and Driver's license where applicable not older than 6 months. **No faxes, e-mails, or late applications will be accepted**

**Canvassing or using undue influence by job applicants or any other person on behalf of job applicants, for posts within the municipality's service is prohibited and evidence thereof will disqualify the applicant's application for consideration.**

The Municipality reserves the right not to make an appointment.

#### **IMPORTANT NOTICE**

By applying for this position, you hereby acknowledge that you have read and accepted the following Protection of Personal Information Act (POPIA) disclaimer:

I consent to Dr. NDZ Municipality processing my personal information as part of the recruitment process. Dr NDZ Municipality shall take reasonable measures to protect the personal information of the applicant and for the purposes of this disclaimer, "personal information" shall be defined as detailed in the Protection of Personal Information Act 4 of 2013(POPIA).

**Please forward your application to Mr. N.C Vezi, the Municipal Manager, Dr. Nkosazana Dlamini Zuma Local Municipality, P.O Box 62, Creighton, 3263, or Hand-deliver to Municipality Building, Main Street, Creighton 3263 or Arbuckle street, Himeville, 3256 (During office hours from 08h00 to 16h30).**

**Closing Date: 17<sup>th</sup> February 2025 at 16:30 pm.**

*Dr. Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to achieving diversity, equality, and the maintenance of representation in terms of race, gender, and disability.*



**MR. N.C VEZI**

**MUNICIPAL MANAGER**

