



THABAZIMBI LOCAL MUNICIPALITY

Private Bag X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Website: www.thabazimbi.gov.za

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post.

SENIOR INDIGENT OFFICER **(BUDGET AND TREASURY DEPARTMENT)**

SALARY PACKAGE: Post Level 2 (R475748,20) per annum. Additional benefits attached to the position are as follows: (i) (i) Fixed Travelling Allowance of R15 858-27 per month, subject to the employee presenting a vehicle to be used for business purposes; (ii) R632.40 per month towards Cellphone use; (iii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iv) Pension fund contribution by Municipality is 18% of basic salary; (v) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

MINIMUM REQUIREMENTS: An appropriate Degree/B.Tech in Accounting/ Financial Management or equivalent. Certificate in Municipal Finance Management Programme will be an added advantage. Computer literacy and Valid Driver's license.

EXPERIENCE: Four (4) years relevant working experience in financial reporting/compilation of financial statements.

KEY PERFORMANCE AREAS: Monitor and evaluate the arrangements of arrear indigent accounts. Determining affordable instalments with approved indigents. Approving indigent households' agreements and payment arrangements. Investigating checking and cancelling defaulters of indigent households' arrear arrangements agreements. Handling and investigating all complaints and enquiries from the public relating to indigent debtor's accounts. Developing sound indigent management application systems for approval. Monitoring and ensuring the correct completion of indigent application documents. Conducting indigent management policy workshops. Maintaining sound communication and interaction with both internal and external stakeholders regarding indigent subsidy implementation. Staff Supervision. Reporting.

SKILLS: Knowledge of the Local Government sector and applicable legislation; planning and organizing skills; good analytical, interpersonal relation and negotiation skills; people, leadership and management skills; good communication and report writing; willingness and readiness to work long hours and under pressure.

CLOSING DATE: 16 FEBRUARY 2024

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications OR an application form duly completed together with authenticated copies of your qualifications to:

**Municipal Manager
Private Bag X530
THABAZIMBI
0380**

NOTICE NUMBER: 06/2024

Application forms are available on the municipal website and at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number 014 772 2295.

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.

If you are not invited for an interview within 20 (twenty) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into. The candidates will undergo screening and vetting. Successful candidate will sign an employment contract, performance agreement and disclosure of benefits and interest.



**LG TLOUBATLA
MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**