



## PRINCE ALBERT MUNISIPALITEIT

PRIVATE BAG X53  
PRINCE ALBERT, 6930

### NOTICE NO. 53 /2023

#### DIRECTORATE FINANCIAL SERVICES

#### SECTION: REVENUE SERVICES

#### VACANCY: MANAGER: REVENUE SERVICES

#### WC052-1.5.2

### EXTERNAL VACANCY

Written applications on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:

### **MANAGER: REVENUE SERVICES**

#### **REQUIREMENTS**

- A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject.
- 5 – 8 years' relevant experience required which includes 2 years of supervisory;
- Knowledge of MSCOA;
- Achievement of minimum competency requirements at the required level will be an added advantage.
- Proficiency in MS Excel
- Code B driving licence;
- Computer literate (MS Office applications)
- Excellent written and verbal communication skills in at least 2 of the 3 official languages of the Western Cape;
- Good human relations, communication and interpersonal skills;
- Good strategic planning and administrative skills;
- Conflict handling and negotiation skills;
- Ability to give attention to detail;
- High level of responsibility;
- Ability to work independently and under pressure

#### **COMPETENCIES REQUIRED:**

##### **FUNCTIONAL**

**Accounting** – Establishes appropriate accounting systems for the organisation and ensures that the rules of GRAP and other good accounting practices are adhered to; **Procurement** – Manages the procurement process according to prevailing legislation, norms and standards; **Budgeting** – Establishes and manages credible budgets within legislative, political and administrative mandates; **Financial Management** – Drives optimisation of financial management of the municipality through use of standard operating procedures; **Costing** – Ability to produce costing based on best-practice, political imperatives and standardise processes; **Financial Reporting** - Ability to identify overall objectives of financial reporting, specific information needs of stakeholders & the general information needs of others; **Financial Process Management** – Ability to support an effective, economic and efficient finance function through financial processes.

##### **PROFESSIONAL**

**Oral Communication** – The ability to articulate complex concepts in an understandable, convincing manner; **Written Communication** – Communication of complex information in a manner that is understandable (language and format) to the specific audience. **Organisational Awareness** – The ability to understand the key drivers in the sector and the municipality and to apply this understanding to meet the service delivery objectives and challenges. **Problem Solving** – The ability to identify potential problems, to break the problems into component parts, to generate potential solutions, to select an option and implement it. **Planning and Organising** – The ability to plan activities within specific timeframes and then to execute these activities according to plan.

##### **PUBLIC SERVICE ORIENTATION**

**Interpersonal Relationships** – The ability to establish and maintain productive relationships with people within and outside of the municipality. **Communication** – The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others. **Service**

**Delivery Orientation** – The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.

#### **PERSONAL**

**Action and outcome orientation** – The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable. **Resilience** – The ability to respond constructively to pressure / stress situations and the ability to persist goals despite obstacles and setbacks. **Cognitive Ability** – The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'. **Change Readiness** – The ability to innovate and challenge the status quo and the ability to cope with change driven by others. **Learning Orientation** – The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self improvement.

#### **MANAGEMENT / LEADERSHIP**

**Impact and Influence** – The ability to inspire a positive attitude in others and be able to influence others effectively; **Team Orientation** – The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal. **Direction Setting** – The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals. **Coaching and mentoring** – The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent.

#### **FUNCTIONS & RESPONSIBILITIES**

- Control activities rates and income divisions of the finance department. Manage processes regarding identification of indigents, collection of arrears accounts, attorney hand over collections and reports regarding outstanding accounts, age analysis of debtor's accounts and outstanding accounts of Councillors and personnel; Manage valuation processes in rates division and authorize rebates;
- Manage processes in income section regarding monthly debit raising of services accounts, allocating of bank deposits and sundry deposits;
- Manage personnel under your control; Application of discipline in terms of the Disciplinary Code.
- Effective Management and control of Revenue through compliance and application of legislation, internal policies and financial administrative procedures
- Ensure effective financial administration, control, performance and execution of the following disciplines
- Taxes and Services Charges;
- Consolidated Accounts and Water and Electricity Meter Reading;
- Cashiers and client services
- Property valuations, including general and supplementary valuations;
- Receipts, Debtors Control and continuous monitoring of outstanding debtors
- Report to Director Finance Service and Council regarding the functioning of the division including the implementation and management of policies, among others:
  - Tariff Policy / Tax Policy
  - Receipts and Credit Control Policy
  - Customer Service Policy / Compassion Policy
- Communication, liaison with the public and interest groups and handling of complaints
- Correspondence, Interpretation of financial data and preparation of monthly reports.
- Supervision, Personnel Management including the monitoring and assessment of performance management.
- Departmental Budget Management

**SALARY : T14 of a Category 1 Municipality – R 422 889,00 – R 548 946,96**

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a thirteen cheque after 12 months of employment.

**STATUS OF POSITION : PERMANENT**

**CLOSING DATE : MONDAY 27 MARCH 2023 AT 15:00**

Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **MONDAY 27 MARCH 2023 at 15:00**.

Applicants are encouraged to submit applications to [jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za)

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

Queries can be directed to Mr. Abridon Sass at 023 541 1036 or [abridon@pamun.gov.za](mailto:abridon@pamun.gov.za).

Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.

**NO LATE APPLICATIONS WILL BE ACCEPTED.**

**PRINCE ALBERT MUNICIPALITY**  
**PRIVATE BAG X53**  
**PRINS ALBERT**  
**6930**  
**EMAIL: [jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za)**  
**Tel. (023) 541 1036**  
**Faks. (023) 541 1321**



  
**NOël VAN STADE**  
**ACTING MUNICIPAL MANAGER**

**7 MARCH 2023**