

# THEEWATERSKLOOF

Munisipaliteit \* Municipality \* uMasipala

Applications are hereby invited from persons to be appointed in the under mentioned vacancy.

**Please note:** *This position is being re-advertised. Applicants who previously applied must submit a new application in order to be considered.*

## HEAD: DEBT RECOVERY - CALEDON

**Salary:** Post level T14 – Between: R533 220.00 p.a. and R692 076.00 p.a. plus a Travel Allowance of R13 890.49 per month under certain conditions.

The most eligible candidate must be in possession of a relevant three (3) year tertiary qualification preferably in the field of Public Management (***originally certified copy of must be attached***) 3 – 5 years relevant experience (***experience must be clearly stated in the application form***) The successful candidate must also have good negotiations and communications skills with excellent knowledge of the laws governing debt collection. A valid Code B or EB driver's license (***originally certified copy must be attached***) Computer literate. The ability to communicate in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa. Only applicants with the highest levels of personal integrity will be considered.

**Please note:** The prescribed application form must be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – Failure to attach the required documents will automatically disqualify an applicant.

- Originally certified copy of three (3) year tertiary qualification
- Originally certified copy of valid Code B or EB Driver's license
- Originally certified copy of ID document

**Key Performance areas:** Ensure compliance to relevant legislation and procedures regarding debt collection \* manage and provide guidance to the debt collection section and the legal processes regarding the collection of outstanding debt \* develop and implement strategies and policies which will enable effective debt management \* identify appropriate credit control methodologies that are available including the use of technology \* evaluate performance of division against approved SDBIP \* advise deputy director Financial Services on debt collection issues and the general administration of the division \* build relationships with attorneys, sheriffs, clerk of courts and other relevant parties \* interact with government departments, provincial treasury, national treasury and other stakeholders \* protect Council's interest against unnecessary legal cost at taxations \* draft pleading documents necessary for specific legal actions \* consider and research best debt collection processes \* other duties as requested from time to time.

### Minimum Competency Framework

<b>Core Professional Competencies</b> <ul style="list-style-type: none"><li>- Problem Analysis and Solving</li><li>- Communication</li><li>- Organizational Awareness</li><li>- Conceptual Thinking</li><li>- Negotiation and Influencing</li><li>- Ethics and Professionalism</li><li>- Project Management</li></ul>	<b>Public Service Orientated Competencies</b> <ul style="list-style-type: none"><li>- Interpersonal Relationships</li><li>- Service Delivery Orientated</li><li>- Client Orientated</li><li>- Customer orientation and customer focus</li></ul>
<b>Personal Competencies</b> <ul style="list-style-type: none"><li>- Action and outcome orientated</li><li>- Change readiness</li><li>- Cognitive ability</li><li>- Learning Oriented</li></ul>	<b>Management / Leadership Competencies</b> <ul style="list-style-type: none"><li>- Team Orientated</li><li>- Impact and Influence</li><li>- Direction setting</li><li>- Leadership skills</li></ul>

*If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.*



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act.

W Hendricks, Municipal Manager, P O Box 24, 10 Church Street Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13<sup>th</sup> cheque, a housing-/ rental subsidy under certain conditions.

Applicants must complete the prescribed application form accompanied by a detailed CV with originally certified copies of qualifications and ID document.. Application forms must be forwarded to the Senior Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

Please note: No e-mailed, scanned, or faxed applications will be accepted. Only original applications forms will be accepted.

Enquiries: Ms. Janine van Niekerk – Manager Revenue

Tel: 028 2143300

Canvassing will disqualify any candidate from being considered for appointment.

**APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.**

**Closing date: 27 February 2026 at 12:00 pm. (no applications will be accepted or considered after the closing date)**