

NDWEDWE LOCAL MUNICIPALITY

UMKHANDLU KAMASPALA WASENDWEDWE

Private Bag X503
Ndwedwe
4342
KwaZulu Natal
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mm@ndwedwe.gov.za
www.ndwedwe.gov.za



DEPARTMENT	: FINANCE DEPARTMENT
POSITION	: PRINCIPAL DEBTORS CLERK
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	: 09
SALARY NOTCH	: R 270 750.78
SALARY SCALE	: (R 270 750.78 pa – R 351 430.97 pa)
REF. NUMBER	: KZ293FIN032

MINIMUM REQUIREMENTS

The incumbent must have Matric Certificate and a three- year National Diploma in Accounting / Financial Management, plus a minimum of 02 (two) years working experience in Finance Section in Local government environment. Must have completed or study towards the Municipality Finance Management Programme. Valid Driver's license minimum Code B.

KNOWLEDGE, SKILLS & COMPETENCY

- In-depth knowledge of the Municipal Finance Management Act (MFMA), Municipal Property Rates Act (MPRA), and GRAP Standards.
- Strong understanding of mSCOA Regulations.
- High level of proficiency in writing, data analysis, and numerical accuracy.
- Strong communication skills for debtor interactions, target-driven planning, and problem-solving for disputes.
- High computer literacy and ethical data handling capabilities.

KEY RESPONSIBILITIES

- Providing financial services, building and maintaining sound debtor relationships, and liaising closely with customers to enforce 30-day payment terms per municipal regulations.
- Telephonically engaging debtors to secure payments or arrangements before escalation.
- Controlling Acknowledgement of Debt processes and ensuring overdue accounts are paid or restructured Advising consumers on debt settlement procedures and managing the completion of payment arrangements.
- Attending to, analyzing, and resolving customer queries promptly and professionally Initiating internal/external referrals to relevant departments and implementing corrective actions
- Coordinating and monitoring direct bank deposits from significant debtors and managing statement delivery

- Prioritizing overdue debts using predetermined aging criteria drafting and monitoring demand letters.
- Handing over doubtful debts to approved attorneys or collection agencies per the Municipality's policy.
- Liaising regularly with Supervisor/Manager on doubtful debts and recovery matters.
- Maintaining filing systems for all correspondence and track compliance with municipal procurement rules.
- Ensuring all processes uphold contractual obligations and customer service standards for ethical, efficient revenue collection.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

CLOSING DATE: 24 JUNE 2026 @ 16h00

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource on this telephone number (032) 532 5000.**

Faxed, e-mailed, Z83 form late applications will not be considered.

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.

APPROVED BY:


MR. SDG KHUZWAYO
MUNICIPAL MANAGER

04 JUNE 2026
DATE