

**PERMANENT POSITIONS**

Department: Group Finance

Branch: Revenue Shared Services Centre (RSSC)

**Director: Billing**

Salary: R55 042.66 pm (basic salary excluding benefits)

Educational requirements and experience: • A post graduate qualification (degree) and Honours in Finance or Accounting • This position requires at least eight (8) – ten (10) years' experience in business/operations management with specific in managing a rates billing/revenue collection environment in the public sector • It is necessary that the successful applicant has four (4) years middle managerial experience • It is necessary that the successful applicant has a thorough understanding of IT innovation in related industry/field and their potential application to the unit function • Experience of final responsibility for the quality and content of all reporting • Qualification and experience in terms of minimum competencies prescribed by National Treasury • Must have a licence to drive a motor vehicle.

**Job description:** Develop and implement strategic goals, a Billing Strategy, formulate policies and set time frames to ensure consistency across all City Services. To develop and implement a Billing Strategy which promotes completeness and accuracy of billing invoices generated. Such a strategy should aim to achieve at least 95% billing invoices generated based on actual readings. 100% actual readings should be maintained monthly for Large Power Users and Large Water Users. Customer Communications Strategy should also be developed for the City which creates awareness, educates and communicates all revenue related matters to the customers and stakeholders in the City of Johannesburg. Ensure effective and efficient revenue billing and collection through compliance to operational policies, procedures and relevant legislation.

Contact Person: Tshimangadzo Rambau. Tel No: (011) 358 3143. Email: mlungisir@joburg.org.za

Workplace: 61 Jorissen Street, Braamfontein.

Branch: Credit Management

**Director: Credit Management**

Salary: R55 042.66 pm (basic salary excluding benefits)

Educational requirements and experience: • A degree and Honours in Business Management / Credit Management / Financial Accounting, with extensive relevant work experience proven track record would be considered • This position requires at least eight (8) – ten (10) years' experience in business/operations management specific to managing revenue collection environment • It is necessary that the successful applicant has four (4) years' middle managerial experience • It is necessary that the successful applicant has a thorough understanding of IT innovation in related industry/field and their potential application to the unit function • Experience of final responsibility for the quality and content of all reporting • Qualification and experience in terms of minimum competencies prescribed by National Treasury • Must have a licence to drive a motor vehicle • People management experience and skills • Excellent communication and analytical skills • Must be able to work extended hours and be on standby.

**Job description:** Develop and implement strategic goals of the Credit Management Unit, formulate policies that assist in the revenue collection process while ensuring that set time frames are adhered to. Implement strategies that will ensure that the debtor's book is maintained and low levels while increasing the payment levels. Ensure effective and efficient revenue collection through compliance to operational policies, procedures and relevant legislation. Liaise with Treasury consistently to ensure that the City's financials are kept healthy through prudent financial management.

Contact Person: Nthabiseng Monesa. Tel No: (011) 358 3528. Email: nthabisengmo@joburg.org.za

Workplace: 61 Jorissen Street, Braamfontein.

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

**Closing date: 22 November 2018.**

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment.

Appointments will be made in accordance with the CoJ's EE Policy. Application letter together with comprehensive CV must be forwarded to the contact details as mentioned above.

If you have not heard from us within 6 weeks of the closing date, please consider your application as unsuccessful.