

Ubuntu Municipality



**NOTICE NO: 05/2026**

## **EXTERNAL ADVERTISEMENT**

Ubuntu Local Municipality, with its Headquarters in Victoria West invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

### **DIRECTORATE: FINANCIAL SERVICES**

#### **1. Senior Credit Control Clerk: Loxton**

**Salary: (Task Level T 7)**

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

### **DURATION OF EMPLOYMENT: PERMANENT**

### **KEY REQUIREMENTS**

- Grade 12
- 2 - 5 years' relevant experience
- Certificate in Book-keeping— NQF Level 5 or relevant
- Computer Literacy: MS Office applications & Financial Systems
- Ability to communicate in two or more of the local official languages,
- Driver's license, Will be an added advantage
- No criminal record and or previous financial misconduct transgression against yourself
- Qualification in Financial Management will be an added advantage

## KEY PERFORMANCE AREAS:

- Obligations and sensitivity to the financial constraints of residents and businesses PERFORMANCE AREAS; Maintenance of debtors' records: Receive applications for new accounts from customer care or enquiries and check of information;
- Compiling of applications and termination of Maintenance Of termination lists; Scrutinize the Financial report and identify debtors that are in arrears;
- Compile final demand letters and keep the records in a register; Submit final demand letters and register to Chief Clerk for review and for his Or her signature for approval: For debtors in arrears check each debtor's account in the system to see if there are arrangements:
- In the Case of customers with arrangements, whether payment was made on or according to arrangement; If no arrangement or no payment on or according to arrangement, put the debtor on the Cut off list, unless already on previous days list for the same cut off period;
- Hand deliver the signed letter to the customer to sign the same;
- Send list to electricians to execute the cut offs; Monitor the feedback of the final demand letter for the further follow up, - Processing Indigent application: File application forms for reference: Update (removed/add) indigent account and database; Assist with the update / maintenance of indigent register.
- Completion of collection report: Monitor the arrangement register: Check receipt for payments on arrears and record payment made: Trace and compile list (number) Of disconnections that have been connected; Compile credit control report to Chief Clerk.
- Any other duties as assigned relating to the running of the remote site

**For enquiries contact the Human Resource Officer Ms. Viona Tieties at 053 6210 026.**

Closing date: 08 October 2026

## General information:

Ubuntu Municipality is committed to diversity, employment equity and the development of local communities. Preference will be given to suitable qualified candidates in line with Municipality's Employment Equity Plan.

- Please note by applying for this position, the candidate consents to verification checks of qualifications and criminal records.
- The appointment will be subjected to a rigorous evaluation process.
- The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment will be reconsidered
- Canvassing with Councilors or any other decision-maker/member of selection committee, is not permitted and proof thereof will result in disqualification of your application.
- **NB: Applicants without required documents will not be considered. Applications can be emailed to [recruitment@ubuntu.gov.za](mailto:recruitment@ubuntu.gov.za).**

- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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