

MALUTI-A-PHOFUNG LOCAL MUNICIPALITY



NOTICE NO 24/2010

Maluti-a-Phofung hereby invites the application for the following positions:

Applications are hereby invited from competent bilingual persons for appointment in the below mentioned vacancies.

REVENUE OFFICER: REVENUE MANAGEMENT UNIT

Requirements:

- Diploma in Financial Management
- 5 Years relevant experience
- Communication Skills
- Computer Literacy
- Drivers Licence (Code EB)

Core responsibilities:

1. Manage the nature, number and status of all electricity meters / connections utilized for the service through a meter management system,
2. Ensure all meters are working,
3. Reconciliation of sales and cash deposits.
4. Ensure proper response to queries logged;
5. Managing the meter reading, the transfer of reading information, bill distribution and debt management in respect of the conventional credit meters and the maximum demand meters.
6. Maximising revenue from sale of electricity
7. Report to management
8. Managing the pre-payment electricity vending
9. Manage cost of service provider; be responsible for budgeting, monitoring and management thereof
10. Management of Revenue protection contractor

Remuneration:

Negotiable

TECHNICAL OFFICER: REVENUE MANAGEMENT UNIT

Requirements:

- Diploma in Electrical Engineering (Heavy Current)
- 5 Years relevant experience
- Communication Skills
- Presentation Skills
- Computer Literacy
- Drivers Licence (Code EB)

Core responsibilities:

1. Manage the nature, number and status of all electricity meters / connections utilized for the service through a meter management system,
2. Ensure all meters are working,
3. Managing the Technical Response sub-contractor;
4. Ensure effect is given to jobs as they are generated (cut off, connection etc);
5. Ensure proper response to queries logged;
6. Monitor response to queries;
7. Identification of procurement needs in regard to technical supplies required (meters/material/equipment etc)
8. Manage budget and expenditures in the technical office
9. Report regularly on performance to the unit manager
10. Plan and recommend with regard with operations
11. Decrease electricity losses

Remuneration:

Negotiable

UNIT MANAGER: REVENUE MANAGEMENT UNIT

Requirements:

- Diploma in Management
- 5 Years relevant experience
- Communication Skills
- Presentation Skills
- Computer Literacy
- Drivers Licence (Code EB)

Core responsibilities:

1. Responsibilities for the management of the revenue management unit.
2. Purchases
3. Sales
4. Collections
5. Replacements
6. Corrections
7. Cut Offs
8. Losses
9. Set Target for the Unit in relation to the above.
10. Manage daily operations of unit.
11. Monitor performance of the unit and individuals.
12. Recommended on improvement of service to council.
13. Ensure application of tariffs and by-laws.
14. Manage Expenditure and Budget of the unit.

Remuneration:

Negotiable

INFORMATION OFFICER: REVENUE MANAGEMENT UNIT**Requirements:**

- Information Technology Diploma (NQF Level 4)
- 1-2 Years relevant experience
- Communication Skills
- Computer Literacy
- Drivers Licence (Code EB)

Core responsibilities:

1. Ensure operation and maintenance of the System Master Station for the management and reconciliation of distributed pre-payment electricity vending, including the required systems and communications hardware and software.
2. Ensure the operation of the Pre-Paid System, and the integration with the municipal financial system;
3. Verify low/no meter readings and internal financial factors; and CFO's cut off lists.

Remuneration:

Negotiable

NB: All the above named positions are on a three year Employment Fixed Term Contract.

CLOSING DATE: 23 APRIL 2010

Applications should be submitted to:

**The Municipal Manager
Maluti-a-Phofung Municipality
Private Bag X805
WITSIESHOEK
9870**

For administrative enquiries please contact Mr N.K Rens at (058) 718 3734 / 7183736.

Applicants are advised that if they have not heard from us within 30 days from date of closure, they should accept that their applications were not successful.

Maluti-a-Phofung subscribes to the principles of Employment Equity and Affirmative Action. Appointments will be made in terms of Maluti-a-Phofung Municipality Employment Equity Policy.

**RS KAU
MUNICIPAL MANAGER**