



PERMANENT POSITIONS

<u>Department:</u>	Metropolitan Trading Company (MTC)
<u>Position:</u>	Debtors and Revenue Specialist (Permanent)
<u>Salary Range:</u>	Market Related Salary
<u>Division or Cluster:</u>	Financial Services
<u>Reports to:</u>	Financial Manager
<u>Workplace:</u>	Braampark

BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high-speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

Educational Requirements and Experience

- Bachelor of Commerce Degree in Accounting and/ or Financial Management or Developed Competency in the related field
- At least Seven (3) years' related experience.
- Figure oriented
- Good interpersonal and communication (Verbal and Written)
- Able to work under pressure

Short Detailed Job Description:

- Manage revenue management and set the necessary rules and regulations in place to ensure proper and effective client services, revenue collection, credit control and debt collection
- Put processes in place to ensure timeous billing and rendering of accounts
- Schedule and monitor month end and year end procedures to ensure reporting takes place as prescribed in terms of legislation and guidelines
- Maintain and manage the financial administration of the valuation roll to ensure the recovery of basic charges and assessment rates
- Monitor transactional sequences associated with revenue management
- Manage special project
- Ensure proper maintenance of the financial systems and software
- Analyse trends, operating requirements and prepare capital and operating plans/ estimates to determine funding for the financial year
- Prepare and present the revenue management operational plans and reports to the sub-committees, strategic management planning workshops and discussion groups
Prepare and present reports to management detailing the status of revenue and availability of fund for current and short-term intervention.

For further information relating to Job Description and Specification, interested applicants can contact:

Contact Person: Viola Nzou
Tel No: (011) 431 1357

A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:

E-Mail: recruitment1@tianaconsulting.co.za

PUBLICATION DATE: 07 NOVEMBER 2018

CLOSING DATE: 17 NOVEMBER 2018

VACANCY CIRCULAR: MTC RECRUITMENT 016/2018
