

BLUE CRANE ROUTE MUNICIPALITY



Blue Crane Route Municipality

VACANT POSITION

EXTERNAL

NOTICE 76/2025

DIRECTORATE: FINANCE DEPARTMENT

TASK GRADE 10

CREDIT CONTROL AND FREE BASIC SERVICE CO-ORDINATOR

SALARY SCALE: R294 659.76 – R382 470.48 PER ANNUM

MINIMUM REQUIREMENTS: Grade 12 Plus National Diploma or B. Degree in Financial Administration/ Bookkeeping or equivalent will be an added advantage • TWO (2) years' experience in the financial environment in local municipality.

KEY PERFORMANCE AREAS: Implementing access to free basic services for all indigent persons within all the wards in the municipality in terms of the South African Constitution and to reflect on the true extent of indigent house-holds • Creating cut off list for consumers that are not paying accounts • Monthly report (reconnection/disconnection) • Make arrangements with defaulting consumers • Determining the level of affordability by Council for the supply of the free basic services and determining the total value for free basic services in order for it to be recovered from the available portion of the Equitable share • Processing indigent support applications and recording processes referring to information detailed in supporting documentation and preventing the escalation of debt to application's account where they are not in a position to pay • Verifying and assessing registration applications, checking (where there are allegations of maladministration and fraud) and making report these to the Accountant: Revenue • Capturing Indigent persons profile accurately on the computer and ensuring that information is correct on the system; Including interpreting data and loading in to the system ensuring that all indigent related information pertaining to free basic services is readily available • Updating files and record keeping systems to support processing adjustment/ queries.

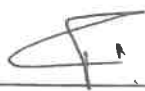
All applicants with Curriculum Vitae, certified copies of Educational certificates, Blue Crane Route Municipal Application form which can be obtained on the BCRM website (www.bcrm.gov.za), copy of South African identity Document and a covering letter for the position you are interested in should be forwarded to: The Corporate Services Department, Blue Crane Route Municipality, PO Box 21, Somerset East 5850 or hand delivered at 88 Nojoli Street, Somerset East.

NB: Applications can be emailed to 1recruitment@bcrm.gov.za

Enquiries: Mr L. Mqota (042) 243 6400

Closing date: 21 November 2025 @16:30PM

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Blue Crane Route Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender, and disability. The Municipality reserves the right to approve or decline the appointment.


MR MP NINI
MUNICIPAL MANAGER

30/10/2025
DATE