



REVENUE UNIT

PRINCIPAL CLERK

R101 289.43/R131 484.04 pa Grade 7

REF: 71002058 and Various

Treasury Cluster, Revenue Unit, Clearance Certificate Department.

Qualifications (Essential): Appropriate level of secondary education with 2 years relevant experience. Computer literacy **(Preferred):** Matric with accounting plus a post matric course in Credit Control.

3 Years Credit Control experience within a billing/debt risk management recovery environment.

Duties Include: Administer and process Clearance Certificate. Approve applications, Attorneys reports and prepare assessment. Maintain records and generates Municipal Clearance Certificate. Ensure adjustments and reallocation of payments. Attend to correspondence.

Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRTreasury@durban.gov.za (Tel 031 311 1630 Fax: 031-311 1651) by Friday, 2012/05/25, at 12.00 (Midday).

