



**ILEMBE DISTRICT MUNICIPALITY
ILEMBE UMASIPALA WESIFUNDA**

Ilembe District Municipality is strategically positioned for Developmental and Economic potential in KZN. The Municipality subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998

**CORPORATE SERVICES DEPARTMENT
LEGAL SERVICES UNIT
PROCESS / COLLECTION TYPIST (X3)
ONE YEAR FIXED TERM CONTRACT
LEVEL: 10 (R119 380.31 – R136 515.20) P.A.**

REQUIREMENTS:

- Matric / Grade 12 Certificate
- Tertiary Qualification will be an added advantage
- Minimum of two (2) years in Debt Collection Procedures in a Legal environment.
- Code EB Drivers Licence
- Computer Literacy essential (Excell, Word)

DUTIES:

- Preparation of court documents in respect of collection of revenue
- Ensure that all legal documents are distributed expeditiously
- Capture and file all incoming correspondence
- Type all legal documents and liaise with sheriff for delivery

SKILLS:

- Persistent and able to deal with pressure
- Excellent written and oral communication
- Deadline driven and able to deliver high quality work
- Ability to work in a team environment

Kindly forward your application letter together with your detailed Curriculum Vitae and certified copies of your qualifications, ID and valid drivers licence to:

The Municipal Manager: iLembe District Municipality, P O Box 1788, KwaDukuza, 4450 or hand deliver at 59/61 Mahatma Ghandi Street, KwaDukuza.

All technical enquiries are to be directed to the **Manager Legal Services, Mr A Horton** on Telephone (032) 551 8736, and all administrative enquiries are to be directed to **Manager HR, Ms SS Ngiba** on (032) 437 9348/9524. The closing date for the submission is **28 October 2011 @ 16h00**. Please note: Incomplete, faxed and emailed applications and applications received after closing date **WILL NOT** be considered.

Should you not be contacted by this office within three (3) months of the closing date, kindly consider that your application was not successful.



**MD NEWTON
MUNICIPAL MANAGER**