



Ekurhuleni Housing Company

Ekurhuleni Housing Company (SOC)

T: +27 (0) 11 825 0158/0151 • F: +27 (0) 86 425 5030 • E: info@ehco.org.za

Hanover Building, Cnr Hendrick Potgieter & 7th Ave, Edenvale

W: www.ehco.org.za

**INTERNAL/EXTERNAL ADVERTISEMENT
REVENUE OFFICER X1
PERMANENT
SALARY: R 350 000 - R 450 000**

To minimise debt and maximise revenue generation through the effective management of the revenue collection process. Ensures the reduction and elimination of revenue leakages by implementing and ensuring compliance to the revenue collection process.

Minimum Requirement	Responsibilities
<ul style="list-style-type: none"> • Diploma in Credit Control / Revenue Management / Debt collection or equivalent • Knowledge of Social housing • Credit Control Regulations • 3 Years' experience in credit management applications and billing 	<p>Ensures customer / tenant data is complete and up to date</p> <p>Ensures Rental data is accurate and up-to-date and is responsible for signing off of tenant eligibility and affordability applications with the leasing administrator</p> <p>Ensures monthly billing is completed on time</p> <p>Ensures payments by tenants are made on time</p> <p>Implements and manages the debt collection mechanisms</p> <p>Makes an effort to limit the number of rental arrears</p> <p>Keeps up to date with any tenant issues that may affect revenue</p> <p>Attends to revenue related tenant issues e.g. dissatisfaction with services and hence possible non-payments</p> <p>Making of arrangements for payments with tenants, managing acknowledgement of debts signing and finalising the new payment regime as per tenants' requests</p> <p>Manages defaulter's process in line with the Policy including notices, handing over to attorneys, blacklisting etc.</p>

Attends and prepares for court proceedings as a witness for EDC with regards to process followed when dealing with defaulters
Formulise the list of tenants that are eligible for eviction, determines which evictions to prioritise and advises the Sherriff for final eviction
Implements new revenue projects such as rental increases within the limits of the City of Ekurhuleni tariff policies, advise tenants of increases and updates new tariffs on the system
Provides the Credit Control Manager with monthly reports as to state of the defaulters list, arrears situation, payments rates and provisions.

Interested persons who meet the above requirements must send their applications to the Ekurhuleni Housing Company at recruitment@ehco.org.za, for attention: HR: Ms. Brenda Sekhute. The interviews will be conducted during July 2022. Consider your application as unsuccessful should you not hear from the company within 21 days of the closing date on 15 July 2022





Executive Directors: B. Molefe (CEO); Devi Pertab (CFO); **Non-Executive Directors:** N. Madiba (Chairperson)
F. Dikgale; L. Mosehla; T. Hangana.; D. Hlawula; * Vacant (Company Secretary)
Reg. No. 2000/007937/07

