

---

**DATE ADVERTISED: 17 APRIL 2019**



## **VACANCY**

### **MANAGER DEBT COLLECTION**

**GRADE 16: R 562 441-R 687 427 (Total Cost to Company)**

The Manager: Debt Collection – Loans will report to Executive: Legal, Compliance and Governance. The candidate will coordinate and report on the collection of outstanding loan debt which is in default. Recommend and implement action plans to decrease outstanding default debt.

### **KEY DUTIES AND RESPONSIBILITIES**

The Key Performance Areas will encompass:

#### **COLLECTIONS**

- ❖ Manage efficient collection of loans identified for handling over in line with policies and procedures, inclusive of expedited action on urgent matters.
- ❖ Review all documentation compiled by collections clerk, required by debt collector/attorney;
- ❖ Manage performance of panel of attorneys and debt collectors.
- ❖ Provide final settlement amount to account manager on settlement of debt requests.
- ❖ Attend sales in execution auctions after judgement has been obtained.
- ❖ Co-ordinate and review payment of invoices from attorneys and collection.
- ❖ Write affidavit for reporting of fraud to SAPS investigations.
- ❖ Appear in court as witness for investigations.
- ❖ Submit and monitor insurance GMS death claims.
- ❖ Prepare and submit settlement proposals from debtors
- ❖ Provide report to indicate that all available collateral was disposed of.

#### **FINANCIAL REPORT**

- ❖ Prepare monthly financial reports on collection status as required.
- ❖ Prepare annual financial reports on collections as required.

#### **PROCESS AND POLICY IMPROVEMENT**

- ❖ Provide continuous feedback and input to management regarding improvements to current policies and procedure.

#### **DEPARTMENTAL SUPPORT**

- ❖ Support departmental staff in achieving departmental goals and objectives.
- ❖ Attend loan adjudication committee as permanent member.
- ❖ Scrutinize and authorize Payment Requisitions on PROMUN.
- ❖ Manage loan finalization and cancellation of collateral.
- ❖ Manage registration of collateral vehicles and traffic authority proxy.

#### **MINIMUM REQUIREMENTS**

- ❖ B.Com and Paralegal Certificate
- ❖ 5 years experience in debt collection with 2 years of debt collection within a development financial environment.
- ❖ Must possess the following competencies.
  - Operational and financial management skills.

- Reviewing and drafting documents.
- Good knowledge of operational.
- Good communication and writing skills.
- Knowledge of Legal.

This is a permanent contract of employment and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

**In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.**

Please send your detailed CV and certified copies of qualifications to  
Talent Consultant  
Tel: 043 7045783  
Fax: 0866829817  
Email [humanresources@ecdc.co.za](mailto:humanresources@ecdc.co.za)  
**Closing date: 23 April 2019**

---