
DATE ADVERTISED: 11 MARCH 2020



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 REPORTING AND PORTFOLIO REPORTING

- Prepare monthly financial reports on collection status as required;
- Prepare annual financial reports on collections as required;
- Periodically especially when a default has occurred, then the assets especially pledged for the loan needs to be verified independently;
- Specifically, non-performing loans;
- Portfolio at Risk; PAR;
- Document Management on PROMUN.

PROCESS AND POLICY IMPROVEMENT

- Provide continuous feedback and input to management regarding improvements to current policies and procedure;
- Manage SLA/ Panel of 11 debt Collectors and panel of 12 attorneys.

Departmental Support and Reporting

- 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

- BCom / Law;
- 3-5 years' experience in debt collection with 2 years of debt collection within a development financial environment OR banking environment;
- Must possess the following competencies;
 - Operational and financial management skills;
 - Reviewing and drafting documents;
 - Good knowledge of recoveries and restructuring;
 - Good communication and writing skills;
 - Legal knowledge will be added advantage.

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:0437045783
Fax:0866829817
Email: humanresources@ecdc.co.za
Closing date: 18 March 2020
