



## INTERNAL AND EXTERNAL ADVERTISEMENT

*Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng*

**THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:**

### **MANAGER: DEBT COLLECTION**

#### **Purpose of position**

To proactively monitor loan repayments and manage the collections of overdue payments in line with the credit policy, procedures and loan agreement on behalf of GEP.

#### **Key Responsibilities:**

- Reviews reconciled transactions, recommends journal entries to maintain accurate account balances.
- Develops and implement procedures or systems to evaluate in compliance with treasury regulations.
- To provide for measures to improve the financial sustainability of debtors, debtor's portfolio
- To maximize revenue by timeously collecting all money owed to GEP by ensuring that all payments are followed up and collected;
- Ensures pre-legal activities and evidence is properly compiled.
- Submits requests to Senior Management for accounts requiring reprieve/extension/settlement.
- Analyses delinquent accounts and prepares report on high risk accounts including recommendations for resolution.
- Conducts Client visits to encourage payments and establish good relations.
- Identifies and mitigates risks from the vetting stage of the deal as a member of the Credit Committee.
- Develops, implements and reviews credit policy and procedures.
- Manages relationships in accordance with policies and procedures.
- Manages employees in the functional area and their performance.

#### **Minimum Requirements**

- B Degree in Credit Management or relevant equivalent qualification.
- B Degree is an added advantage.
- Minimum 8 years' experience in Debt Management with 3 years at Management level
- A valid Code EB driver's license.

### **Competencies (Knowledge, Skills and attributes)**

- Debt Management
- Reporting and report writing
- Analytical and Problem Solving
- Excellent people management and leadership
- Results orientated and able to work under pressure.
- Emotional Intelligence
- Excellent Work Ethics
- Negotiation skills
- Verbal and Communication Skills
- Policy Development and management

Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks including security clearance will be done on successful candidates. Suitable candidates must send their applications to: **recruitment@gep.co.za**, with subject being the position applied for, by no later than **02 March 2021 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right not to fill this position.