



MANDENI LOCAL MUNICIPALITY

EXTERNAL CAREER OPPORTUNITY

The following vacancy exists for a suitably qualified and experienced person to join the staff of Mandeni Municipality within the Finance Department.

CASHIER / REVENUE COLLECTIONS CLERK X 2 (PERMANENT APPOINTMENT)

Basic Salary: Task Grade 08 (R 147 097 – R 190 936 pa) Reference no. PN 06/2018

REQUIREMENTS:

- Grade 12 (mathematics as a subject will be an added advantage)
- Computer Literacy,
- Valid Code 08 driver's license,
- Knowledge of pastel and other systems will be an added advantage ;
- 1 to 2 years' in an office environment dealing with cash is a must.

DUTIES:

- Prepare schedules for verification prior to forwarding cash and cheques for depositing
- Receiving cash or cheque payments and speed point transactions from the public for rates payments, refuse removal and other cash related transactions
- Communicate with the customers and attend to specific payment enquires or provide information on fee-specific rates and refuse removal services
- Calculate balances, verify total against amounts due and/ or seek identification and check recording and processing of all cheque payments
- Issue receipts reflecting the actual amounts tendered
- Tally amounts and verify cash/ cheque totals to receipts issued
- Debt collection duties

BENEFITS:

Pension fund, medical aid, attractive leave conditions and 13th cheque, and subject to conditions, a housing subsidy.

Enquiries must be directed to: Ms. BL Zondo (Manager Human Resource and Employee Relations); tel: (032) 456 8200.

Executive Committee

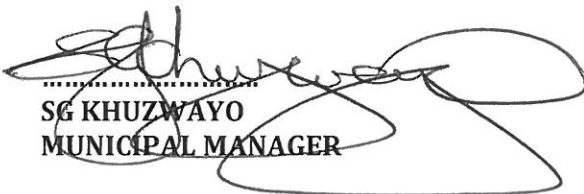


Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.

The closing date for applications will be **Friday, 26 January 2018@ 12h00**, if you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.

NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment.



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SG KHUZWAYO
MUNICIPAL MANAGER