



**MANDENI LOCAL MUNICIPALITY  
INTERNAL / EXTERNAL VACANCY**

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

**DEPARTMENT : BUDGET AND TREASURY OFFICE**  
**POSITION : CASHIER**  
**TASK GRADE : T08**  
**SALARY NOTCH : R 167 624 per annum**  
**SALARY SCALE : (R167 624 pa – R 217 581.72 pa)**  
**CLOSING DATE : FRIDAY, 18 OCTOBER 2019 @ 12H00**  
**REF NO : PN 60/2019**

**MINIMUM REQUIREMENTS:**

- Grade 12
- NQF Level 5 Certificate in Finance or equivalent
- Computer Literacy
- Valid Code 08 driver's license
- Knowledge of pastel will be an added advantage
- 1 to 2 years' experience as a Cashier

**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

Executive Committee

Cllr. TP Motalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. SB Zulu | Cllr. MS Mdunge | Cllr. M Shelembe



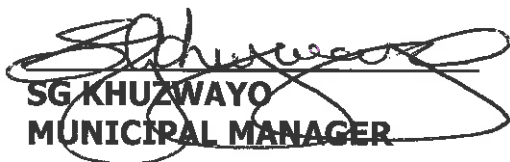
**BENEFITS:**

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

**DIRECTIONS TO CANDIDATES:**

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **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.** 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](http://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. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.**

  
SG KHUZWAYO  
MUNICIPAL MANAGER

DATE: 30/09/2019