



## **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 178 101 per annum**  
**SALARY SCALE : (R178 101 pa – R 231 180 pa)**  
**(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)**  
**CLOSING DATE : THURSDAY,01 APRIL 2021 @ 12H00**  
**REF NO : PN: 06/2021**

### **MINIMUM REQUIREMENTS:**

- Grade 12 plus 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

#### **Executive Committee**



- Tally amounts and verify cash/ cheque totals to receipts issued

**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 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. People living with disability are encouraged to apply. First preference will be given to the residence of MANDENI**

  
SG KHUZWAYO  
MUNICIPAL MANAGER

DATE: 18/03/2021