



ADVERTISEMENT: CASHIER / CLERK
TASK GRADE 6 OF A CATEGORY 2 LOCAL AUTHORITY
NOTICE NO: 115/2018
REMUNERATION: R 108 066.00 – R 140 292.00 PER ANNUM

Applications are invited from all **suitable** qualified **candidates** for the above-mentioned position.

REQUIREMENTS:

- Grade 12 with Accounting
- One (1) Year relevant experience in Municipal Environment
- Be a flexible hard working and willing to work under pressure.
- Demonstrate the ability to work accurately with figures.
- Be able to communicate in languages used in the area-English, Afrikaans, IsiXhosa and Sesotho.
- Computer literacy will be an added advantage
- Be prepared to work overtime

KEY PERFORMANCE AREAS

- Processing of payments to the system
- Accurately record and receive payments and monies in respect of services supplied by the Municipality.
- Assisting Consumers enquiries and performing the general administration duties in the section.
- Filling of all financial documents.
- Performing any other reasonable tasks delegated by the Supervisor / Head of Department.

Benefits: Medical Aid, Pension, Housing Subsidy and 13th Cheque.

Any individual wishes to apply must submit Senqu Municipality Application Form, his/her Curriculum Vitae and attach his/her ID copy as well as certified copies of qualifications to the under mentioned address not later than Friday, 27 July 2018 ,12h00 noon.

NB no late or E-mailed and faxed applications will be considered

This council subscribes to the policies of affirmative action and employment equity plan, if you do not hear from us within thirty (30) days after the closing date please consider your application unsuccessful. Further note this council reserve a right not to appoint. Applications to be sent to or handed in at the address below:

Senqu Local Municipality
Private Bag X03
Lady Grey
9755

All enquiries regarding the advert can be directed to the Manager: HR and LR, Ms. Z. Koyana at 051 - 603 2313 during working hours.

M.M. YAWA

MUNICIPAL MANAGER
FILE NO: 4/3/2/1/3
6/07/2018