



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned vacancy:

Cashiers (2 Posts) (Permanent)

Basic salary: R138 980.12 per annum (excluding benefits)

Minimum requirements: • Grade 12 with Mathematics or Accounting • Certificate in Accounting/equivalent
• 1 year's relevant experience in cashiers work.

Key performance areas: • Receive payment by cash, cheques, credit cards, or automatic debits (EFT) • Issue receipts, refunds, credits, or change due to customers • Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change • Handle telephonic and walk-in enquiries • File all source documents that have accompanied payments • Balance cash books on a daily basis before booking and balance receipt books if the system is not operational • Provide assistance and support during the audit period • Perform any other duties required from you from time to time.

The application form/signed application letter must be accompanied by a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an Identity Document and driver's licence.

The short-listed candidates will be subjected to security and reference check

Failure to comply with the above request will disqualify your application. E-mailed and faxed applications will not be considered.

Enquiries: HR: Tel. (013) 265-8619/16

Switchboard: Tel. (013) 265-8600

Applications should be directed to the below address.

Please forward applications to: The Acting Municipal Manager, Makhuduthamaga Local Municipality, Private Bag X434, Jane Furse 1085 OR hand deliver to Stand No 1, Groblersdal Road, Jane Furse, at the Municipal Reception.

Women and (people with disability) are encouraged to apply.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing date: 23 February 2018

Applications received after the closing date will not be considered, and if you don't hear from the Municipality within 30 days then regard your application as being unsuccessful

Makhuduthamaga Local Municipality is an equal opportunity, affirmative action employer and subscribes to principles of employment equity