



## NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

DEPARTMENT : COMMUNITY SERVICES  
POSITION : CASHIER  
NATURE OF APPOINTMENT : PERMANET  
TASK GRADE : 06  
SALARY NOTCH : R 138,606.60  
SALARY SCALE : R 138,606.60 pa-R179,927.53 pa  
REF. NO : KZ293COMPS021

### MINIMUM REQUIREMENTS

The incumbent must have Matric Certificate, minimum National Certificate (N6)/ a three-year National Diploma /Degree in Financial Management plus a minimum of one year relevant working experience within the Public or Local Government sector. Valid driver's license minimum code B.

### KNOWLEDGE, SKILLS & COMPETENCY

- Knowledge of Pastel
- Knowledge of Local government Legislations.
- Good presentation and communication skills.
- Computer literacy.

### KEY RESPONSIBILITIES

- Prepare schedules for verification prior to forwarding cash for depositing.
- Receiving cash payments and speed point transactions from public.
- Communicate with the customers and attend to specific payment enquiries or provide information on fee specific.
- Tally amounts and verify cash total to receipts issued.
- Reconcile cash deposits and prepare statements.
- Perform cashier activities to ensure receipting of all cash received.

### BENEFITS

13<sup>th</sup> Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

**CLOSING DATE: 25 OCTOBER 2021**

Written application letter together with comprehensive curriculum vitae (CV), certified copies of

ID, Driver's licence and all qualifications must be forwarded to: **-The Municipal Manager,**

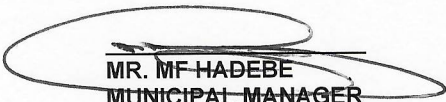
**Ndwedwe Local Municipality, P/Bag x 503, Ndwedwe, 4342. Attention to: Mrs. MG**

**Mthembu- Acting Manager Human Resources.**

Faxed, e-mailed, Z83 forms and late applications will not be considered. Enquiries can be directed to **Human Resource Office Tel: 032 532 5000**

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.

APPROVED BY:

  
MR. MF HADEBE  
MUNICIPAL MANAGER

05/10/2021  
DATE