

NDWEDWE LOCAL MUNICIPALITY
UMKHANDLU KAMASPALA WASENDWEDWE

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Ndwedwe
4342
KwaZulu Natal
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mm@ndwedwe.gov.za
www.ndwedwe.gov.za



DEPARTMENT : COMMUNITY AND SOCIAL SERVICES
POSITION : SENIOR CASHIER
NATURE OF APPOINTMENT: PERMANENT
TASK GRADE : 08
SALARY NOTCH : R 240 487.79
SALARY SCALE : R 240 487.79 – R 312 136.61 pa
REF. NO : KZ293COMPS 026

KEY REQUIREMENTS

The incumbent must have Matric Certificate, minimum National Certificate (N6) / a three-year Diploma / Degree in Financial Management / Public Management plus a minimum of two year's working experience in ENATIS at Local Government DLTC. Valid driver's license minimum code B.

KNOWLEDGE, SKILL & COMPETENCY

- Good presentation and communication skills.
- Computer literacy
- Knowledge of Local government Legislations.
- General knowledge of the ENATIS system, administration, Eye testing and knowledge of registering the learner license applicants on the LicencePro System (DLTC & RA)
- Good interpersonal skills, fluent in speaking both English and Isizulu.

KEY RESPONSIBILITIES

- Testing of Applicants for Prdp, Learner License.
- Make bookings for learners and driver's licenses.
- Filling all documents for record purposes.
- Receive payment for learner's driving licenses, licencing registration, and service rendered.
- Administration bookings of learners and driving licenses.

- Renew driving licenses and professional driving licenses.
- Balancing all cash and cheques received against transactions and preparing daily banking.
- Responsible and accountable to the DLTC Supervisor.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid and Housing subsidy.

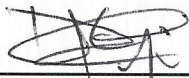
If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Lot 47 -48 P100 Road, Ndwedwe 4342, Attention to: Mrs. MG Mthembu-Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource** on this telephone number **(032) 532 5000.**

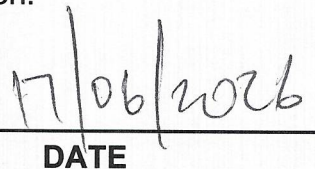
Faxed, e-mailed, Z83 form late applications will not be considered.

CLOSING DATE: 09 JULY 2026 @ 16h00

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.



MR. SDG KHUZWAYO
MUNICIPAL MANAGER


DATE