



GREATER TZANEEN Municipality VACANCY



The following position is being re-advertised and applicants are invited to apply. Those who applied before should not re-apply.

BUDGET AND TREASURY DEPARTMENT

1X CASHIER
(Job Id Number: 3/4/2/005)

Salary: 330 727. 56 per annum (Job level 09)

The job purpose of Cashier is to administer payment of connection fees, deposits for services and actual service accounts. To ensure that all money received has been paid in the correct account numbers on the Promis system. To issue receipts as proof of payment.

Key performance areas: The Cashier must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ *Administer manual and electronic payment of connection fees, deposits for services and actual service accounts to ensure all payments are accounted for and allocated correctly* ▲ *Balances totals for cash and other takings received with records to ensure all payments are correctly allocated.*

Requirements: Grade 12; Computer literacy; One (01) year relevant experience.

Applications should be submitted on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 10 September 2021 at 15:00

Enquiries: Mrs H Maake (015) 307 8284/8006.

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR BS MATLALA – MUNICIPAL MANAGER