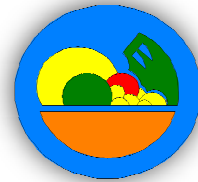




# GREATER TZANEEN Municipality VACANCY



The following positions are being re-advertised and applicants are invited to re-apply.

## FINANCIAL SERVICES DEPARTMENT

3 X CASHIER

(Job Id Number: 3/4/2/004; 3/4/2/005 & 3/4/2/007)

**Salary: R254 428.37 per annum (Job level 09)**

The job purpose 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.

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**Applications should be submitted on the prescribed compulsory application form and indemnity form ([www.greatertzaneen.gov.za](http://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**

Please note that ♦ No late applications will be considered ♦ No faxes and e-mails will be accepted ♦ Fraudulent qualifications or documents will immediately disqualify any application ♦ Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification ♦ Applicants who are not invited for an interview, please accept that your application has been unsuccessful ♦ Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Council at all times reserves the right not to appoint.

**Closing date: 20 October 2016 at 12:00**

**Enquiries: Mrs H Maake (015) 307 8384/8006**

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

**SR MONAKEDI – MUNICIPAL MANAGER**