

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

#### **INTERNAL POST**

#### **Cashier (01 POST)**

**SALARY: R143, 316, 00 Per Annum (Benefits include Medical Aid, Housing, Pension Fund and 13<sup>th</sup> Cheque)**

#### **REQUIREMENTS:**

- Matric certificate
- Diploma in Accounting/ finance will be added as an advantage
- 6 to 12 months experience
- Computer Literacy
- Good Communication Skills in IsiZulu and English
- Ability to work as a team
- Clear credit record

#### **RESPONSIBILITIES:**

- Receiving and receipting payments and filling
- Calculating balances and explaining transactional recordings and penalties applicable and/or providing information on specific products/services
- Ability to work under pressure and deliver to tight deadlines
- Communicating with the customer and attending to specific payment or sales enquiries and providing information on specific product or services.

**Enquiries in respect of the above position should be directed to the Finance Manager: Mr T.E. Gambu @ 036 448 8000 EXT: 8053 during office hours**

**A comprehensive Curriculum Vita, together with certified copies of qualifications and ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

**OKHAHLAMBA MUNICIPALITY, P.O. BOX 71, BERGVILLE, 3350**

The closing date for applications is **03 February 2020, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

Should you not be contact within 30 days from the closing date, your application should be deemed to have unsuccessful.

**SN MALINGA**  
**Municipal Manager**

