



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 203 0005/8/442
Fax (053) 203 0490
www.thembelihlemunicipality.gov.za

Thembelihle Local Municipality (NC 076) is an equal opportunity action employer, is awaiting the applications for the following position. We encourage disabled person to apply.

VACANCY: CASHIER HOPETOWN

REQUIREMENTS

- Grade 12 NQF Level 4
- Computer Literacy
- 1 Year working experience in a financial environment
- Ability to communicate in at least two official languages of the Northern Cape
- Accuracy and the ability to give attention to detail
- Good interpersonal and communication skills
- Good Administrative and numerical skills
- Ability to work independently under pressure and meet deadlines

KEY PERFORMANCE AREAS

- Ensure that all matters for preparations concerning the receipt of the cash float is according to departmental guidelines
- Ensure that cash management procedures are followed according to prescribed procedure
- Ensure that all documentation accompanying payments reflects the correct information prior to capturing
- Ensure that all relevant information is captured, processed and kept safely for audit purposes
- Ensure that all income received are correct and information on the receipt and sequence numbers correspond
- Ensure that the administrative processes are followed according to financial and departmental requirements
- Ensure that correct process are followed during cash-up sequences
- Ensure that a professional and efficient service is rendered to the community of Thembelihle Municipal area

Remuneration: Annual salary based on Notch 1 Task Grade 5 of Category 1 Local Authority which is R96 962.16per annum

Benefits: Normal fringe benefits applicable to local authorities

Closing Date: 10th August 2018

Applications should be accompanied by an updated and comprehensive detailed CV with certified copies of qualifications, testimonials and ID Document. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you do not hear from us within 60 days from the closing date, please consider your application unsuccessful.

Please forward applications to:

Municipal Manager, **attention Mr Michael R. Jack**
Thembelihle Municipality
Private Bag X3
HOPETOWN
8750
Tel: 053 2030 005/442/001