

UBUNTU MUNICIPALITY

VACANCY

CASHIERS CLERK AT VICTORIA WEST HEAD OFFICE

Ubuntu Municipality with its head Quarters in Victoria West invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

1. CASHIER CLERK VICTORIA WEST HEAD OFFICE

Remuneration: Post level T5- Notch 8 (R88822.10 per annum)

Competencies: Computer literacy
Bilingualism
Communication skills
Accuracy, honesty, accuracy and trustworthiness

KEY REQUIREMENTS: Gr 12

NQF Level 4

Skills required:

Previous experience as a cashier and knowledge of the SEBATA financial system will be an added advantage.

RESPONSIBILITIES: Perform the following cashier duties and provide the customer with a receipt for the money received, by:

- Capturing of daily receipts, consumer pays account, check the balance corresponds with the physical amount
- Issuing of receipts according to the prescribed manner
- Reconciliation of money collected daily
- Prepare banking as well as writing of daily summary
- Prepare bank deposit book and cash reports
- Filing of receipts and save-keeping of daily summary
- Selling graves from Mondays until Thursdays
- Receive payments for hiring of community hall and stadium
- Receiving money for photocopies and faxes
- Check daily takings and record
- Observing confidentiality as per employment agreement and protocol
- Resolving and redirecting enquiries
- Convey information to community formal and informal
- Practise Batho Pele service delivery
- Work for 2 weekends (one hour per day) at the satellite office in Masinyusane.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager

Closing date: 25 April 2014-04-03 at 12:00

For enquiries please contact Miss Levona Plaatjies at 053 6210026

MF Fillis

Municipal Manager

Ubuntu Municipality

Private Bag X329

VICTORIA Wes

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- If no reply to your application has been received within 30 days of the closing date you should consider your application as being unsuccessful
- No late or facsimile applications will be accepted.
- No application will be considered without certified copies of the original documents of qualifications