

UBUNTU MUNICIPALITY

INTERNAL VACANCY

CASHIERS CLERK AT VICTORIA WEST DTLC

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 DTLC

Remuneration: Post level T5- Notch 1(R85200.00 per annum)

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

KEY REQUIREMENTS: NQF Level 4

Skills required:

Previous experience as a cashier and knowledge of the E- Natis system will be an added advantage.

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

Issuing of receipts according to the prescribed manner

- Reconciliation of money collected daily
- Prepare banking as well as writing of daily summary
- Filing of receipts and save-keeping of daily summary
- Check daily takings and record
- Observing confidentiality as per employment agreement and protocol
- Resolving and redirecting enquiries
- Keep register of booking of testing yard.
- Practise Batho Pele service delivery
- Issue of receipts for learners and drivers licence
- Receiving monies for licence bookings and testing yard
- Make appointments for drivers and learners licenses.

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

Closing date: 14 Desember at 12:00

For enquiries please contact Mrs. ME Roelfse at 053 6210026

**Ms KG Balebi
Acting Municipal Manager
Ubuntu Municipality
Private Bag X329
VICTORIA Wes
7070**

- Canvassing for appointment will automatically disqualify an application
- If no notification regarding the advert has not been received within 2 weeks of closing date, please consider the application unsuccessful.

UBUNTU MUNICIPALITY

INTERNAL 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.

2. CASHIER CLERK VICTORIA WEST HEAD OFFICE

Remuneration: Post level T5- Notch 8(R100 594.32 per annum)

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

KEY REQUIREMENTS: NQF Level 4

Skills required:

Previous experience as a cashier and knowledge of the SABATA 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:

Issuing of receipts according to the prescribed manner

- Reconciliation of money collected daily
- Prepare banking as well as writing of daily summary
- Filing of receipts and save-keeping of daily summary
- Check daily takings and record
- Prepare bank deposits and cash reports
- Selling graves from Monday to Thursday
- Receiving payments for hiring of community halls and stadiums
- Receiving money for photocopies and faxes
- Observing confidentiality as per employment agreement and protocol
- Resolving and redirecting enquiries
- Practise Batho Pele service delivery
- Capturing daily receipts, consumer pay account, check the balances corresponds with physical amounts
- Convey information to community formal and informal
- Work 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 Acting Municipal Manager

Closing date: 14 Desember at 12:00

For enquiries please contact Mrs. ME Roelfse at 053 6210026

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