



Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province is committed to the achievement and maintenance and equity in employment, especially in respect of race, gender and disability. Suitable candidates are invited to apply for the posts as indicated below.

**1x CASHIER T5 (ROOSSENEKAL), DIRECTORATE: BUDGET AND TREASURY
DIVISION: SERVICES POINT, REMUNERATION: R94 044.00 p.a**

MINIMUM QUALIFICATION: Grade 12 Certificate • Financial management diploma • The cashier must be prepared to serve as well as a reliever in all Service Centres.

DUTIES AND RESPONSIBILITIES OF A CASHIER:

- Communicating with the customers and attending to specific payments or sales enquires and providing information on tariffs for the specific services
- Calculating balances and explaining the transactional recordings and penalties applicable and providing information on specific services (hall hiring, meter service cards etc)
- Collects and counts payments tendered, verifying total against amount due and seeking identification, checks recording and processes cheques payments
- Issuing receipts reflecting amount tendered and confirms recording with the customer
- Issuing receipt reflecting amount on direct deposit list received from supervisor
- Tallying amounts and verifying cash total receipts issued
- Capturing overnight cheque deposit details, printing receipts against payment tendered and recording transactional details on the cheque prior to submit for further processing
- Verifying cash receipts schedule/reports against cash/cheque totals with the immediate superior and attending and verifying deviations in recordings or counts prior forwarding for depositing.

PLEASE NOTE: Each applicant must submit the following: A signed applicant letter • Comprehensive CV • Certified copies of qualifications • Certified copy of Identity document.

- 1) Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful.
- 2) A candidate who canvasses any Council or official for preference will be disqualified immediately from the selection process or from appointment.
- 3) All shortlisted candidates shall be subjected to security vetting.
- 4) The Municipality reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications for the position should be forwarded to:

The Human Resource Manager, Mr. L. M Mafiri, P.O. BOX 48, GROBLERSDAL, 0470

NB: Faxed and e-mailed applications shall not be accepted. For further information please contact **The Human Resource Manager Mr L. M Mafiri**. During working hours at **Tel: (013) 262 3056/7/8/9** (During office hours).

Closing date: 14 JUNE 2013

Mrs. M.M Mtsweni