



EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply and fill the following vacant position:

DEPARTMENT OF BUDGET AND TREASURY

CASHEIR

PERMANENT POSITION.

SALARY: R127 467.12 per annum

Task Grade 05

Requirements:

- a) Grade 12 with Accounting (NQF level 04)
- b) 1-2 years' relevant experience
- c) Computer Literacy
- d) Knowledge of Local Government legislation i.e (MSA, MFMA, PPPFA) and relevant National Treasury and other relevant national/provincial government regulations.

Duties:

Responsibilities of the Incumbent are as follows:

- a) Collecting and receipting of all monies due to the Municipality and balancing daily collections.
- b) Provide information on tariffs and booking of facilities related to Balele Game Park.
- c) Reconcile cash received against receipts issued.
- d) Tallying amounts and verifying cash totals to receipts issued
- e) Perform general filing duties
- f) Deal with all customer complaints and queries.
- g) Taking instructions/schedule from immediate supervisor

An application form for Employment must be completed and forwarded with Curriculum Vitae and certified copies of qualifications. This application form for Employment is obtainable from Municipal Offices or from website.

All applications must be addressed to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street, Utrecht: 2980 or PO Box 11, Utrecht 2980.

For further information, you may contact the Human Resources Office at 034 331 304.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in applications.

- NO late applications will be accepted.
- NO emailed or faxed documents will be accepted.
- The Municipality will not be held responsible for lost applications, unless proof of submission can be supplied.
- All applicants may be required to undergo proficiency test.
- NO applications will be considered without originally certified copies of the documents and qualifications.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Applicants must have no criminal record or pending criminal / Departmental or civil cases.
- Shortlisted applicants will be subjected to a vetting process which will include security screening and fingerprint verification and
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.
- **No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection fair without involving any agency and the municipality request applicants to report scammers to SAPS.**

CLOSING DATE: 01 OCTOBER 2024



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MRS GN MAVUNDLA
MUNICIPAL MANAGER