

KOUKAMMA MUNICIPALITY



EXTERNAL ADVERTISEMENT

PUBLICATION DATE 22 SEPTEMBER 2021

Koukamma Municipality, a Category 1B Municipality, which subscribes to the principles of affirmative action and whose head offices are situated at Kareedouw, invite applications from suitably qualified persons, and preferably from designated groups in the **Koukamma Area: COLDSTREAM**, for appointment to the following position:

Post: Cashier: COLDSTREAM

(Ref no: HR2021/15)

Task Grade 5: R 112 569- R145 408 p.a plus benefits

Requirements:

- Grade 12
- Computer literacy
- One (1) year cashier experience

Responsibilities:

- Operating the electronic cash receipting machine
- Balancing daily takings
- Ensure that payment received, are receipted correctly
- Maintain records of receipts, payments and miscellaneous accounts
- Attend to all queries, either telephonically or over the counter
- Advise consumers in respect of the Indigent Policy and assist in completing the appropriate application form

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an African female, African male or Coloured female if a suitable candidate in that category can be identified.

DIRECTIONS TO CANDIDATES:

Applications **MUST** be submitted on the prescribed application form, obtainable from our website at: www.koukammamunicipality.gov.za, it can also be requested from our Human Resources Department at 042 288 7224. Also refer to our Human Resources Department for enquires (Mrs. N Stokwe). Forward your application to: The Municipal Manager, Koukamma Municipality, Private Bag X011, Kareedouw 6400 or hand-deliver to Municipal Offices at No. 5 Keet Street, Kareedouw 6400. Applications must be accompanied by a comprehensive CV with certified copies of qualifications, identity documents, driver licence and any other relevant documents (Not older than three (3) months.) No faxed or emailed applications will be accepted. Failure to supply the required information will disqualify an applicant. Canvassing for appointment is strictly prohibited and any confirming evidence thereof will disqualify the applicant. Correspondence will **ONLY** be entered into with shortlisted candidates. If you do not receive notification regarding your application within one month of date of closing, please accept that your application was unsuccessful. The municipality reserves the right not to make any appointment.

Closing Date: 12 October 2021

PM Kate
(Municipal Manager)