

KNYSNA MUNICIPALITY



Knysna

Municipality • Munisipaliteit • uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

CASHIER (KARATARA) INCOME SECTION DIRECTORATE: FINANCE

Task Level: T5

R105 288 to R136 632 (Basic Salary)

R195 369 to R235 479 (Cost to council)

Applicable Municipal benefits will apply

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Grade 12

Accounting Skills

Computer literate

1-year relevant experience as a Cashier

Good communication skills

Good analytical and problem solving skills

Must be able to work under pressure

Must be proficient in at least two of the three Western Cape official languages

Must reside in Karatara or have own transportation to travel to work

KEY PERFORMANCE AREAS:

- Receives and receipts cash and cheque payments to issue a valid receipt
- Issue pre-paid electricity vouchers
- Handling all cashier related enquiries and corrections
- Practice proper customer care management
- Perform general office administration
- Balance daily work by completing cash up statements
- Process all payments into municipal financial system including cash, bank deposits and postal payments
- Assist with general enquiries

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

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: vacancies@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

CLOSING DATE: 23 JULY 2019

Dr SW VATALA

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.