

MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48
Ermelo
Mpumalanga Province
South Africa
2350



Civic Centre Building
c/o Kerk & Taute Street
Ermelo
Mpumalanga Province
South Africa
2350

Customer Care Center: 08611 MSUKA [67852]
Main Fax: +27 17 801-3851

Internet: www.msukaliqwa.gov.za
E-Mail: msuka@msukaliqwa.gov.za

"IS AN AFFIRMATIVE ACTION EMPLOYER"

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned positions. No application will be accepted without certified copies of qualifications as set out below.

FINANCE DEPARTMENT

POSITION	:	CASHIERS (CREDIT CONTROL ERMELO X3)
REF. NO.	:	39/19
POST LEVEL	:	9
SALARY SCALE	:	R 166 401.48 – 184 957.80 pa
QUALIFICATIONS	:	Grade 12, an appropriated level in tertiary qualification NQF Level 4
DUTIES	:	Checking and verifying source and instructional documentation against specific control procedures.
		<ul style="list-style-type: none">- Communicating with the customer and attending to specific payment enquiries and/ or providing information on tariffs for specific services (metered service cards, hall hiring tariffs).- Calculating balances and explaining transactional recordings penalties applicable to the account against the amounts reflected on the statement.- Collecting and counting payment tendered verifying total against amount due and/ or seeking identification, checks recording and processes cheque payments.- Receiving payments for new water and electricity connections.- Issuing receipt reflecting amount tendered and confirms recording with the customer.

APPLICATION FORMS ARE AVAILABLE ON THE MSUKALIGWA LOCAL MUNICIPALITY WEBSITE
(www.msukaliqwa.gov.za) / HR OFFICE

FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS. L.P. MNISI ON 017 801 3580 DURING OFFICE HOURS
CLOSING DATE – 15 MARCH 2019 (12 NOON). VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA,
THEREFORE ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING

COMPLETED APPLICATION FORM MUST BE POSTED / COURIERED TO: MSUKALIGWA LOCAL MUNICIPALITY
P.O.BOX 48 ERMELO 2350

OR HANDED IN TO: THE CORPORATE SERVICES (RECORD SECTION) CNR TAUTE AND KERK, ERMELO
"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL"

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Ms. G.J. Majola
Municipal Manager

28/01/2019
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Date

