



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.msukaligwa.gov.za
E-Mail: msuka@msukaligwa.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	:	SENIOR CASHIER (CREDIT CONTROL BREYTEN)
REF. NO.	:	40/19
POST LEVEL	:	7
SALARY SCALE	:	R 222 445.08 – 258 319.32 pa
QUALIFICATIONS	:	Grade12, equivalent Accounting Diploma and Computer Literacy. 2 years experience as cashier
DUTIES	:	Assessing and establishing capabilities of personnel and providing guidance with Guidance with specific Cash receiving and receipting applications. <ul style="list-style-type: none"> - Monitoring outcomes and implements corrective measures to address deviations. - Analyzing system information and extracting reports summarizing the activities of the Division relating to Cash receipting and depositing and, forwarding to the immediate superior for perusal and comment. - Assessing the adequacy of current systems and procedures to address workflow requirements and information needs and, submitting continuous improvement recommendations to the immediate superior for consideration and approval prior to implementation.

APPLICATION FORMS ARE AVAILABLE ON THE MSUKALIGWA LOCAL MUNICIPALITY WEBSITE
www.msukaligwa.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

28/1/2019
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Date