

NXUBA MUNICIPALITY

STAFF VACANCY

Nxuba Municipality comprises Adelaide and Bedford and surrounding rural areas, situated in the North Western part of Amathole District Municipality, Eastern Cape. The Municipality is seeking the services of committed and highly motivated person to fill the following position:

CASHIER (BEDFORD OFFICES)

REMUNERATION

As per task grade 5 of category 1 Local Authority on a scale of R56 664 – R73 560 per annum

REQUIREMENTS

- Grade 12
- Computer Literacy or Computer Proficiency
- Ability to work under pressure
- Sound communication skills

KEY PERFORMANCE AREAS

- Receiving revenue for the council from the public
- Balancing cash received and maintaining float
- Receiving and processing cheques
- Reconciling payments received for electricity

Only applicants who meet the requirements should submit a detailed CV and certified copies of certificates, together with a covering letter, to:

The Municipal Manager
Nxuba Municipality
Human Resources Unit
Adelaide
5760

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MUNICIPAL MANAGER

Enquiries can be directed to Mrs B Piko, @ Tel: (046) 684 0034

No telefax, e-mail or late applications will be considered

If no reply to your application has been received within 30 days of the closing date, please regard your application as not having been successful.

CLOSING DATE: Tuesday, 05 April 2011 AT 12:00

