

NXUBA MUNICIPALITY

Notice No 13/2011

23/03/11

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, suitably qualified and highly motivated person to fill the following position:

DEBTOR'S CLERK

REMUNERATION

As per task grade 6 of category 1 Local Authority on a scale of R66 900 – R86 844 per annum

REQUIREMENTS

- Grade 12
- Diploma in Accounting or relevant qualification.
- Computer Literacy/Computer proficiency.
- At least two years working experience will be added as an advantage.

KEY PERFORMANCE AREAS

- Prepares monthly service accounts for customers.
- Update daily receipts
- Prepare monthly journals
- Attend to customer queries
- Balance and prepare day end
- Receipts direct deposits
- Prepare cut off list

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
HUMAN RESOURCES UNIT
NXUBA MUNICIPALITY
ADELAIDE
5760

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M. Bongco
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: FRIDAY, 05 April 2011 AT 12:00