

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

Cashier (Driving License Testing Center)

Salary: R115 224, 61 P/A (all benefits included)

REQUIREMENTS:

- Grade 12 certificate with Mathematics and Accounting
- Computer literate (one year certificate upwards)
- Certificate or Diploma relevant to Finance
- Ability to work as a team
- Clear credit record
- Good communication skills in both IsiZulu and English
- Problem solving skills
- Excellent verbal and written communication skills
- Good interpersonal relations and cultural diversity skills

RESPONSIBILITIES:

- Calculate balances and explain transactional recordings and penalties applicable
- Cash reconciliation and record keeping
- Communication with client and customer receiving and receipt payments
- Adhere to tariff policies.
- Filling duties
- Cash reconciliation and record keeping
- Receiving and receipting payments
- Calculate balances and explain transactional recordings and penalties applicable

Enquiries in respect of the above position should be directed to the Superintendent Licensing and Testing: @ (036) 448-2813 during office hours

NB: The above mentioned post will be based on 06 days worker per week.

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:

**OKHAHLAMBA MUNICIPALITY
P.O. BOX 71
BERGVILLE
3350**

*The closing date for applications is **20 May 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.*

**SD SIBANDE
MUNICIPAL MANAGER**

