



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be



200 YEARS
reflect and imagine
...the making of a great place to be

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Grahamstown. The Makana Municipality is an equal opportunity and Affirmative Action Employer, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITION

POST 1: 1 X CASHIER
DIRECTORATE: BUDGET & TREASURY
TASK GRADE: 5
SALARY SCALE: R102 708.04 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 12 or equivalent with Mathematics or Accounting. 1 – 2 years' experience as a cashier

COMPETENCE/SKILLS REQUIRED: Accuracy, attention to detail, bilingualism, computer skills & people skills.

KEY PERFORMANCE AREAS: Receipt cash, bank guarantee cheques, postal orders and direct deposits. Receipt money received by other departments. Issue pre-paid electricity tokens. Balance pre-paid electricity sales and receipt money. Balance receipts with computer total. Complete deposit slips, secure and bank money.

NOTE: All applications must be made on the Official Application form that can be downloaded on our website www.makana.gov.za accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents. Failure to comply with the above will result in disqualifying your application. Canvassing of Councillors and Officials will automatically disqualify any application. All applications may be hand-delivered to The HR Manager, Makana Municipality, 86 High Street, City Hall, Grahamstown or posted to P.O Box 176, Grahamstown, 6140. **No late / faxed / emailed applications will be accepted.** First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. **Enquiries** maybe directed to The Human Resources Practitioner (Miss Zani Siqwede) at 046 603 6110 or e-mail: nsiqwede@makana.gov.za

CLOSING DATE: 01 JULY 2019

MR. M. MENE MUNICIPAL MANAGER