

# EMTHANJENI MUNICIPALITY



## NOTICE NO 16/2025

### EXTERNAL ADVERTISEMENT

Emthanjeni Municipality, with its Headquarters in De Aar, invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

#### DIRECTORATE: FINANCIAL SERVICES

#### 1. CASHIER/CLERK: CASHIERING & RECEIPTING – HANOVER

Salary: R 143 780.00 – R 186 622.00 (Task Level 5)

Abovementioned post offers the following benefits:

- 13<sup>th</sup> Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

#### Key requirements

- Grade 12 (Matric)
  - NQF Level 4
- Skills required:**
- Computer literacy
  - Bilingualism
  - Communication skills
  - Accuracy
  - 1 year experience

#### Responsibilities

- Perform the cashier duties and provide the customer with a receipt for the money received
- Handle Consumer enquiries

- Administer manual and electronic payment of connection fees, deposits for services and actual service accounts.
- Balances totals for cash and other taking received with record.

Interested persons are requested to forward completed application forms, which can be found on the website of Emthanjeni Local Municipality at [www.emthanjeni.co.za](http://www.emthanjeni.co.za), or at all Emthanjeni Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Manager: Support Services, Mrs DT Mjandana at 053 632 9100.

**Closing date: Thursday, 20 March 2025 at 12h00**

**HD MOLAOLE  
MUNICIPAL MANAGER  
Emthanjeni Municipality  
PO Box 42  
De Aar  
7000**

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within sixty(60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to short-listed candidates.

**The Municipality reserves the right not to make an appointment.**