



SOL PLAATJE MUNICIPALITY KIMBERLEY

Directorate: Financial Services

Cashier (Temporary): Revenue Billing

Salary: R529 per day

Reference Number: 2021/023

10 VACANCIES (AA APPOINTMENT)

Requirements: • Grade 12 • Bilingualism • Communication skills • Numerical skills • Computer literacy
• 6-months relevant experience within similar environment.

Functions: • Be updated on MFMA regarding cashier services • Responsible to collect money and process accounts • Issue receipts and approve the change • Cash received to be dropped in the drop box
• Balancing of cash daily • Attend to complaints by the public and divert to relevant department for attention.

Closing Date: 15 November 2021 @ 16:00

Your application must be completed on an official application form of Sol Plaatje Municipality and will not be considered if not submitted. Clearly indicate the reference number of the post you are applying for on the application form, together with the vacancy. Your fully completed application form must be accompanied by your CV and relevant certified copies of diplomas / certificates.

No CV's will be returned on the applicant's request, therefore please do not send us original certificates. Applications will not be considered after the closing date and time.

Interested persons can forward the fully completed application form, CV and relevant certified supporting documents to work@solplaatje.org.za or drop off in the application box at Sol Plaatje Municipality, c/o Bultfontein & Lyndhurst Avenue, Civic Building, HR, 3rd Floor, New Civic Building for Attention: Mrs C Gouws.

Application forms can only be obtained from:

- www.solplaatje.org.za
- via e-mail: work@solplaatje.org.za
- Sol Plaatje Municipality, Security Guards

Telephonic enquiries: Mrs Gouws at (053) 830 6705.