

Winnie Madikizela-Mandela Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal Manager
Tel: 039 251 0230
Fax: 039 251 0917
mahlakal@mbizana.gov.za

EXTERNAL - ADVERT

Winnie Madikizela Mandela Local Municipality is a Category 2 Municipality that is committed to affirmative action and provisions of Employment Equity Act 55 of 1998. Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below: -

- 1. POST: DLTC CASHIER**
DEPARTMENT: COMMUNITY SERVICES
DURATION: PERMANENT
TASK GRADE: 05
REFERENCE: WMMLM/JD5/DLTCC
REMUNARATION: R133 200.00 BASIC SALARY PER ANNUM

REQUIREMENTS:

- ✓ Grade 12 certificate (commercial subjects);
- ✓ NQF level 3 certificate in computer literacy;
- ✓ National Higher Certificate (NQF level 5) Finance/ Cashier certificate will be an added advantage;
- ✓ 6 -12 months relevant working experience; and
- ✓ Must be fluent in both English and Xhosa

KEY PERFORMANCE AREAS:

- ✓ Processing applications for Driving License, PrDP and Learners license
- ✓ Provide information on tariffs and assist customer with payments and/or sales enquires
- ✓ Reconcile cash receipts, schedule/reports against cash/cheques received
- ✓ Collect information on outstanding applications/fines and forward data to supervisor; and
- ✓ Conduct eye testing sequences and apply results to application process and advise applications on rejected application on the next step to take.

- 2. POST: RA (Registering Authority) CASHIER**
DEPARTMENT: COMMUNITY SERVICES
DURATION: PERMANENT

TASK GRADE: 05
REFERENCE: WMMLM/JD5/DLTCC
REMUNARATION: R133 200.00 BASIC SALARY PER ANNUM

REQUIREMENTS:

- ✓ Grade 12 certificate (commercial subjects);
- ✓ NQF level 3 certificate in computer literacy;
- ✓ National Higher Certificate (NQF level 5) Finance/ Cashier certificate will be an added advantage;
- ✓ 6 -12 months relevant working experience; and
- ✓ Must be fluent in both English and Xhosa

KEY PERFORMANCE AREAS:

- ✓ Processing vehicle licensing and registration applications
- ✓ Provide information on tariffs and assist customer with payments and/or sales enquires
- ✓ Reconcile cash receipts, schedule/reports against cash/cheques received
- ✓ Collect information on outstanding applications/fines and forward data to supervisor; and
- ✓ Conduct eye testing sequences and apply results to application process and advise applicants on rejected application on next step to take

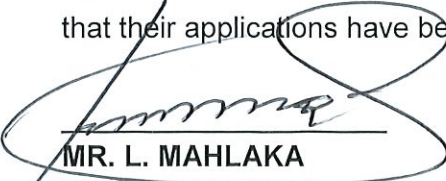
An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, copies of certificates, ID and driver's licence must be submitted as part of the applicant's application.

All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: hr@mbizana.gov.za. For more information please contact: **Ms N. Mshweshwe** on **039-251 0230** during office hours.

Closing date: 31.12.2024 @ 12pm.

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.


MR. L. MAHLAKA
MUNICIPAL MANAGER