

# LETSEMENG COUNCIL / LETSEMENG RAAD



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KOFFIEFONTEIN  
9986

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Enquiries: Acting Corporate Director

12 April 2022

## VACANCIES [EXTERNAL]

Letsemeng Local Municipality comprises of the following towns, Koffiefontein, Luckhoff, Oppermansgronde, Petrusburg and Jacobsdal. It subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administration offices of the Municipality are situated at Koffiefontein; which is 135 km south of Bloemfontein.

Suitable qualified candidates are hereby invited to apply for the following vacancies within the Municipality.

### CASHIERS - 2 x KOFFIEFONTEIN AND 1 x JACOBSDAL

**Purpose:** Responsible for receiving of all cash and services fees for Municipal Services; Daily counting of revenue for the day and balancing it with the computer – balancing list in the presence of the senior clerk; signing of the balancing list by; signing of the balancing list by cashier and senior clerk; comparing computerized closing list with bank deposit to ensure that no shortage exist.; keeping register of daily income.

**Requirements:** Grade 12 with Accounting and Mathematics

**Preferred minimum requirements:** Good interpersonal Skills and ability to communicate. Ability to work under pressure.

**Remuneration:** R132 243.60 per annum and **other benefits applicable to local authority (i.e., pension/provident fund, medical aid, 13<sup>th</sup> cheque) will be paid subject to certain conditions**

Interested candidates should submit their detailed CV's with contactable references, certified copies of original certificate with a covering letter to: Manager: Human Resource, Mr S Qwelane, Letsemeng Local Municipality, 07 Groottrek Street, Koffiefontein 9986.

Only shortlisted candidates will be contacted and if you are not contacted within 30 days after the closing date, please consider your application unsuccessful. Faxed, emailed or late applications will not be accepted.

Any enquires can be directed to Manager: Human Resources, Mr SG Qwelane during office hours at (053) 3300 205.

**Closing date: 22 April 2022**

**Time: 12h00**

TL Mkhwane  
Municipal Manager