



ALFRED NZO
DISTRICT MUNICIPALITY

Enquiries: S FIKENI

PUBLIC NOTICE

VACANT POSITION

NOTICE NO 04/2020/2021

Applicants are hereby invited from suitably qualified persons for the following position:



TEMPORARY EMPLOYEE: REVENUE CLERK

DURATION: 03 MONTHS

STIPEND: R 8 329.83. PER MONTH

STATIONED PLACE: NTABANKULU (SATELLITE)

ESSENTIAL REQUIREMENTS: Grade 12 • One year higher certificate in Financial Management • 6 Months minimum experience in Revenue Section • Competency in the use of computer especially in Excel, Word and Power Point • Good communication skills.

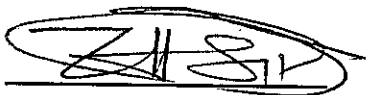
KEY PERFORMANCE AREAS: Preparing the banking to ensure that monies are banked daily • Safeguarding of cash at cashiers point • Maintaining revenue information and record keeping on the system • Filing transactional documentation and correspondence • retrieve information to support query resolution • applying revenue receipting procedures • recording and processing of monies collected • maintain daily cash control sheet • perform any other duties as may be required by the supervisor.

Closing date: 16 SEPTEMBER 2021

Please note: Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website (www.andm.gov.za) and a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo District Municipality, ERF 1400 Ntsizwa Street or Private Bag X 511, Mount Ayliff, 4735. Appointment will be subject to appropriate security clearance/criminal record check, a competency as well as reference and qualification checks.** If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful. The council reserves the right not to fill the position. Alfred Nzo District Municipality is an equal opportunity and affirmative action employer and people from designated groups.

LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED

All enquiries should be directed to Mr. S FIKENI, HR Officer by telephone at (039) 254 5000.



**Z. H. SIKHUNDLA
MUNICIPAL MANAGER**