

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Financial Services
POST DESIGNATION: CHIEF CLERK: CASHIERS - George
(Permanent)
WC044 0613
REFERENCE: 3090882

Salary: R224 076 - R290 856 (T8)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Grade 12
Computer Literacy (MS Office)
2 – 5 years relevant experience

COMPETENCIES:

Core Professional Competencies: Written and Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.
Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis.
Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive ability and Learning orientation.
Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

Ensure that safety measures are used and that the correct procedures are followed when issuing floats to Cashiers.
Ensure that cash management procedures are followed according to prescribed procedures.
Ensure that all documentation accompanying payments reflects the correct information prior to capturing.
Ensure that all relevant information is captured and that payment history is maintained.
Ensure that all procedures have been followed during the daily cash-up of each Cashier.
Ensure that all the monies are received and that it balances with end of day summaries for each Cashier.
Ensure that all updates of the Cashiers and Offline receipting on the Financial System correlates to Council deposits and Bank statements.
Ensure that all transactional documentation from remote Cashiers is scrutinized and verified as correct before being captured on the Financial System.
Ensure that all personnel matters are attended to.
Ensure that all traffic fine payments are complete and include the relevant details and information.
Ensure that all income received from external offices are correct and that information on receipt and sequence numbers correspond.
Ensure that the administration processes are followed according to financial and departmental requirements.
Ensure that the correct processes are followed during the end of day cash-up sequences.

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SPECIAL CONDITIONS ATTACHED TO THE POST:

Reasonable knowledge of handling money.
Knowledge of the financial implications with respect to the handling of money.
Accuracy and ability to give attention to detail.
Good interpersonal skills.
Good administrative and numerical skills.
Computer literacy in MS Office.
Ability to communicate in at least 2 of the official languages in the Western Cape.
Good communication skills.
Ability to work independent.
Ability to work under pressure and meet deadlines.
Must have the ability for accuracy.
Be trustworthy with high moral and ethical values.

PROBATION PERIOD: 6 months

ENQUIRIES: Norman Jansen (044) 801 9014

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2024-04-12]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable. **Only online applications will be accepted.**

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.
Canvassing of Councillors and/or officials.
Non-adherence to the instructions on the advertisement.

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NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2024-04-12] AT 16:30PM