

VACANCY VAKATURE



INTERNAL CIRCULATION ONLY

CASHIER: CLIENT SERVICES AND CASHING (x2) - GEORGE - PERMANENT FINANCIAL SERVICES

WC044FINRM0612, WC044FINRM3399

REFERENCE: 2378338

SALARY: R 156 192 - R 202 752 per annum (T6)

REQUIREMENTS:

Grade 12

Computer literacy: MS Office

Must be able to communicate in 2 of the 3 official languages of the Western Cape

EXPERIENCE:

0-2 years relevant experience

COMPETENCIES:

Core Professional Competencies: Oral and Written Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem solving, Planning and Organising

Functional Competencies: Business Processes, Use of Technology, Data Processing and Analysis

Public Service Orientation Competencies: Interpersonal Relationships, Service Delivery Orientation, Client Orientation and Customer Focus

Personal Competencies: Action Orientation, Resilience, Change Relationship, Cognitive Ability, Learning Orientation

Management / Leadership Competencies: Impact and Influence, Team Orientation, Direct Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

Cash preparation and management

Data confirmation and capturing

Traffic fines

Income (other department)

Cashier administration

End of day cash-up

Remote cashier services

PROBATION PERIOD: 6 months

ENQUIRIES: Mr. R. Coetzee (044 801 9122)

Application forms and further information:

The George Municipality will consider all applications in terms of its Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, with the emphasis on appointing candidates from the designated/under – represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George, or from the Municipal Web site. Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: recruitment@george.gov.za

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Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying. The email Subject Line should display this information.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks. On Appointment all candidates will need to sign an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest. Application form can be downloaded from the George Municipality Website

Late applications or applications sent via fax will not be accepted.

If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

THE GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 2022-11-14

COLLAB REFERENCE: 2378338

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SIJIKELIZISWA NGAPHAKTHI KUPHELA

**UMNTU OWAMKELA NOBHATALA IMALI: IINKONZO ZABAXUMI NABAKHUPHI (x2)- MALI - GEORGE -
NGOKUSISIGXINA
IINKONZO ZEMALI
WC044FINRM0612, WC044FINRM3399
IREFERENSI: 2378338**

UMVUZO: R 156 192 - R 202 752 ngonyaka (T6)

IIMFUNeko:

Ibangale-12

Ulwazi lwekhompyutha: MS Office

Kufuneka ukwazi ukunxibelelana ngeelwimi ezimbini kwezintathu ezisemthethweni zaseNtshona-Koloni

AMAVA:

0-2 iminyaka yamava afanelekileyo

UBUCHULE:

Izakhono zobuchule ezingundoqo: Unxibelelwano lomlomo nolubhaliweyo, Ingqalelo kwinkcukacha, Impembelelo, Iindlela zokuziphatha kunye nobungcali, ulwazi loMbuthe, ukuSombulula Inxaki, uCwangciso noLungiselelo

Ubuchule bokusebenza: Iinkqubo zoshishino, Usetyenziso lwetekhnoloji, ukuSetyenziswa koLwazi noHlalutyo

UbuGcisa boLwazi ngeNkonzo zoLuntu: Ubudlelwane phakathi kwabantu, ukuqhelaniswa nonikezelo lweenkonzo, ukuqhelaniswa nabaxumi nokugxila kubathengi

Ubuchule bomntu: Ukuqhelaniswa neNyathelo, Ukomelela, ukutshintsha ubudlelwane, Izakhono zokuqonda, Ukuqhelaniswa nokufunda

Ubuchule boLawulo/bobuNkokheli: Impembelelo nefuthe, Ukuqhelaniswa neqela, Ukubeka umkhomba ndlela, ukuqeqesha nokuthantamisa

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

Ukulungiswa kwemali kunye nolawulo

Ukuqinisekiswa kunye nokuthathwa kolwazi

Izohlwayo zendlela

Ingeniso (amanye amasebe)

Ulawulo lomntu owamkela nobhatala imali

Ukubalwa kwemali ekupheleni kosuku

Iinkonzo ezikude zomntu owamkela nobhatala imali

IXESHA LOKUCIKIDWA: Iinyanga ezi-6

IMIBUZO: Mnu. R. Coetzee (044 801 9122)

Iifomu zesicelo kunye nolwazi oluthe vetshe:

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uMasipala waseGeorge uyakuthathela ingqalelo zonke izicelo ngokweSicwangciso soLungelelwaniso kwiNgqesho esiyivumayo imfuneko ebalulekileyo yokwenza utshintshokukwakheka ngokohlanga kwabasebenzi bakhe, kugxininiswa ekuqeshweni kwabagqatswa abavela kumaqela anyuliweyo/ angamelwanga ngokwaneleyo. Ukurhwebeshela ingqesho kuya kukhokelela kuthintelo lwesicelo oluzenzekelayo

Ukuba uyazanelisa iimfuneko, thumela iCV, incwadi ehamba nencwadi yesicelo kunye nefomu yesicelo egcwalisiweyo efumaneka kwi-ofisi yakwaHR, Civic Centre, eYork Street, eGeorge, okanye evela kwiWebhusayithi kaMasipala. Nceda thumela isicelo sakho ku: The Manager Human Resources, PO Box 19, George, 6530 okanye ngeimeyili: recruitment@george.gov.za.

Nceda uqaphele: Nceda uqhoboshele iikopi eziqinisekisiweyo zezona ziqinisekiso zemfundo ziphakamileyo okanye iziqinisekiso ezifanelekileyo ngokweemfuno zomsebenzi. **Chaza ngokucacileyo kwisicelo sakho inombolo yereferensi kunye nesithuba owenza isicelo saso. Umgca weSihloko se-imeyili kufuneka ubonise olu lwazi.** Isicelo sakho siya kuxhomekeka kungqinisiso lweziqinisekiso kunye nokuhlolwa kwamatyala kunye nolwaphulo-mthetho. Ekuqeshweni bonke abagqatswa kuya kufuneka basayine imvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo nomdla. Ifomu yesicelo inokukhutshelwa kwiwebhusayithi kaMasipala waseGeorge

Izicelo ezifike emva kwexesha elililo okanye ezithunyelwe ngefeksi aziyi kwamkelwa

Ukuba awumenywanga kudliwano-ndlebe phakathi kweenyanga ezi-3 zomhla wokuvala, nceda wamkele ukuba isicelo sakho asiphumelelanga

UMASIPALA WASEGEORGE UGCINA ILUNGELO LOKUNGAQESHI

UMHLA WOKUVALWA: 2022-11-14

COLLAB REFERENCE: 2378338