



Tokologo Local Municipality subscribes to the principles of employment equity. Applications are hereby invited from suitably qualified and competent applicants for appointment to the following vacant positions:

## EXTERNAL ADVERT

**METER READER X 6 (PERMANENT)**

**DEPARTMENT** : Financial Services  
**SECTION** : Revenue Section  
**REMUNERATION** : Grade T5 (R104 303.40 – R135 374.64)

**Requirements:**

- : Grade 12 or equivalent qualification.
- : Computer literacy.
- : Knowledge of handling meter reading devices will be an added advantage.
- : Knowledge of the Tokologo Municipal area.

**Duties and Responsibilities:** Taking reading of water and electricity meters according to cycles.

- : Disconnect and reconnect electricity for non-payments.
- : Place water restriction in meters for non-payments.
- : Deliver services accounts.
- : Attend to all correspondence with regard to final payment was made and update account.

Applications should be forwarded to the Human Resources Office, Tokologo Local Municipality, Private Bag X 46, BOSHOFF, 8340 or hand delivered at the Offices of Tokologo Local Municipality, Cnr. Market Square and Voortrekker Street, Boshof.

Faxed or e-mailed applications will not be accepted.

Closing Date for application : 31 March 2020

Applicants are advised that if they have not heard from us within 90 days from the closing date, they should accept that their applications were unsuccessful.

  
**Mr. KJ Mothale**  
Municipal Manager



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## EXTERNAL ADVERT

CASHIER X 5 (PERMANENT)

**DEPARTMENT** : Financial Services  
**SECTION** : Revenue Section  
**REMUNERATION** : Grade T5 (R104 303.40 – R135 374.64)

**Requirements:**

- : Matric/Grade 12 (Candidates with Accounting or Mathematics will be given preference).
- : Computer literacy and basic understanding of Microsoft.
- : Relevant experience, good communication skills, good interpersonal skills, Customer care, ability to work under pressure.

**Duties and Responsibilities:** Responsible for the receipt of all and services fees for Municipal services.

- : Daily counting of the revenue for the day and balancing it with the computer balancing list in the presence of the Section Debtors Clerk.
- : Signing of the balancing list by Cashier and the Senior Debtors Clerk.
- : Comparing computerised closing lists with bank deposits to ensure that not shortages or extras exits.
- : Keeping register of daily income.
- : Marking off listed cheques and reconciliation of all cheques between the bank deposit and computerised closing register.
- : Ensure that no cheques are deposited as cash.
- : Assist with the proper credit evaluation for all new applicants.
- : Responsible for implementation of the credit control and debt collection policy.

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