



# MARULENG MUNICIPALITY

65 SPRINGBOK  
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HOEDSPRUIT  
1380

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MOPANI DISTRICT

MUNICIPAL MANAGER'S OFFICE

## ADVERTISEMENT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions:

**Position** : Cashier X2  
**Directorate** : Community Services  
**Type** : Permanent  
**Remuneration:** R130 098.73 per annum

**Requirements** : Grade 12. Minimum 1-2 years' experience as Cashier, computer literacy. A valid driver's license will be an added advantage

**Responsibilities:** Application forms administration. Issuing of vehicle registrations, learners and license certificate. Public drivers permit. Responsible for license renewal. Receiving of payment from the applicants for transactions completed. Filling of application forms and issuing of motor trade numbers and Temporary Special Permit.

**Position** : Debtors Clerk  
**Directorate** : Budget and Treasury  
**Type** : Permanent  
**Remuneration:** R121 179.89 per annum

**Requirements:** Grade 12. Computer literacy driver's license, Experience in debtor's administration, customer care and general clerical duties.

**Responsibilities** : Verify customer accounts and facilitate handling of customer queries, Implement credit control and debt collection activities, Perform monthly debtors' accounts reconciliations, Analyse monthly debtors ageing reports and take necessary follow-up actions, Liaise with consumer debtors and rate payers including government departments, Collate debtors information for submission to collecting agents.

**Position** : Financial Intern  
**Directorate** : Budget and Treasury  
**Type** : 02 (Two) years contract  
**Remuneration:** R100 000.00 per annum



**Requirements:** A diploma or Degree in a financial related field of study with major in Accounting or Auditing. Computer Literacy and good communication skill. The successful candidate will be required to sign an employment contract with the Municipality.

**Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions. Correspondences will only be entered into with short listed candidates. Short listed candidates will be required to produce original copies of qualifications on or before the appointment. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing.**

**Interested persons may send an application letter stating clearly the position the applicant is applying for, the curriculum vitae, certified copies of academic qualifications, certified copies of Academic records, certified copies of identity document and driver's license. The application should be directed to: The Acting Municipal Manager, Maruleng Municipality, PO Box 627, and Hoedspruit 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 13 October 2017 at 16H00. Direct your enquiries to Sekgobela Jiekie or Ramohlola Kidibone @ 015 793 2409.**