

Address of Registered office:
Old Government Printers
No. 5 Textile Road
Vulindlela Heights
Mthatha
5099

Postal Address
P.O. Box 1134
Mthatha, 5099



Tel : +27(0) 47 531 0346
Fax : +27(0) 47 531 4121

Email : info@ntinga.org.za

Website : www.ntinga.org.za

Internal Advertisement: Ref No: HRM/01/2024

Ntinga O.R. Tambo Development Agency SOC Ltd, an Entity of O.R. Tambo District Municipality, is looking for suitably qualified and experienced candidate to fill the following position.

- 1. CASHIER
TWELVE MONTHS - CONTRACT
LOCATION: KEI FRESH MEAT MARKET - MTHATHA
SALARY: R114 378.48 (GRADE A1 PATERSON GRADING SYSTEM)**

KEY PERFORMANCE AREAS

2. Receives payment against services/goods rendered to the Public by:

- Identification, checks recording and processes cheque payments. Issuing receipt reflecting amount received from the customer.
- Ensure customer enquiries and payment transactions Communicating a sale transaction with the customer and attending to specific payment or enquiries and/ or providing information for specific goods/services.
- Calculating amount due for payment by the customer and explaining transactional recordings and penalties applicable and/ or providing information on specific products/ services.
- Capturing and issuing receipts of amounts (including direct deposits) received, in the Financial Management System.
- Collecting and counting payment tendered verifying total against amount due.
- are efficiently attended to and accurately processed in accordance with laid down departmental guidelines.
- Reconciles cash received against receipts issued to customers by:
- Separating denominations and commencing with control counting sequences.
- Tallying amounts and verifying cash totals to receipts issued.
- Capturing direct deposit details, printing receipts against payment tendered and recording transactional details prior to submitting for further processing.
- Verifying cash receipts schedule/ reports against cash/ cheque totals with the immediate superior and/ or attending and rectifying deviations in recordings or counts prior to forwarding for depositing.
- Preparing banking of monies received through filling in details in deposit book and signing deposit book.
- Ensure cash received and receipts issued are reconciling, totals confirmed, and schedules verified & any shortages or overs are accounted by the cashiers.

3. Maintains documentation and records of transactions and procedures by:

- a) Attaching duplicate receipts and deposit slips to schedules and filing in chronological sequence.
- b) Accessing/ retrieving information and records to facilitate resolution of specific enquiries.
- c) Obtaining daily bank statements from the Administration Officer and capturing identified direct deposits into the system.
- d) Printing daily balance reports and verifying and signing reports.

4. Minimum Requirements:

- Matric /Grade 12 with Mathematics and / Accounting skills
- Computer Literacy-office applications
- 6 - 12 months practical exposure.

5. Desired Experience

- Minimum of 6 - 12 months practical exposure.

Please forward your application letter, CV, certified ID copy and certified copies of qualifications of **not older than three months**: The Human Capital Manager- Ntinga O.R. Tambo Development Agency P.O. Box 1134 Mthatha, 5099

Or hand deliver to No 5 Textile Road, Ntinga OR Tambo Development Agency, Southernwood, Mthatha 5099 popularly known as OR Tambo Hall)

Ntinga O.R. Tambo Development Agency, SOC Ltd is an equal opportunity employer, people with disabilities and women are encouraged to apply. The Entity reserves the right not to continue with the interviews and appointment if it feels no suitable candidate could be found.

If you do not hear from us within 90 days after the closing date, you may regard your application as unsuccessful.

The successful candidate will be subjected to background checks/screening.
Enquiries can be directed to Ms O. Gangata at 047 495 0522

Closing date: 30 January 2024 at 16h00

Yours faithfully



MR L. MBIKO
CHIEF EXECUTIVE OFFICER
Date: