



a world class African city

City of Johannesburg
Group Corporate & Shared Services: Group Human Capital Management

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Metropolitan Centre
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www.joburg.org.za

ERRATUM TO VACANCY CIRCULAR 063/2023

The City of Johannesburg (CoJ), published the below position in the above circular as follows:

PUBLISHED DATE: WEDNESDAY, 23 AUGUST 2023

CLOSING DATE: TUESDAY, 05 SEPTEMBER 2023

THIS POSITION WAS PUBLISHED FOR INTERNAL CANDIDATES, BUT SHOULD BE OPEN TO EXTERNAL CANDIDATES ALSO

CASHIER

Department: Group Finance
Branch: Customer Relations Services Centre
Designation: Cashier
Remuneration: R12 076.97 pm (basic salary excluding benefits)
Location: Various Regions

Appointment Requirements:

- Grade 10/NQF level 2;
- 6 months of relevant experience within the cash collection environment.

Primary Function:

To process and accept of all cash, cheques and credit cards within Customer Services.

Key Performance Areas:

- Provide input into the development, review, and update of policies, standard operating procedures, and by-laws, pertaining to the Customer Service Centre and more especially the Billing to enable the achievement of the strategic objectives of the Customer Service Centre.

Leading Competencies:

- Teamwork.
- Professionalism.
- Confidentiality.
- Attention to detail and Integrity.

Core Competencies:

- Customer Relation Management.
- Communications Skills.
- Protocols, Legislation, and standards.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1AHxdOm9VT3WaI-d1bf5JCwew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Tshepiso Nemaangani

Tel No: 011 021 4703

CLOSING DATE: TUESDAY, 05 SEPTEMBER 2023

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check, and
- Identity validation.

The Department wishes to apologise for the inconvenience caused