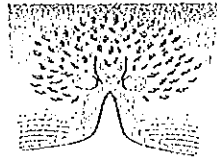


Private Bag X2
GROBLERSHOOP

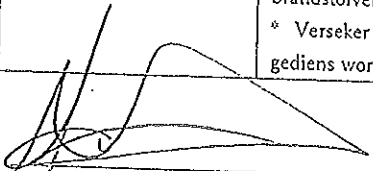


Kheis
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Municipality

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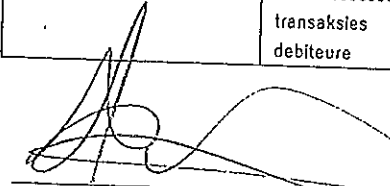
Kantoor van die Munisipale Bestuurder / Office of the Municipal Manager

Vloot Klerk		Fleet Clerk	
Kwalifikasie(s)	Graad 12	Qualification(s)	Grade 12
Sleutel Prestasie Areas	<ul style="list-style-type: none"> * Kontroleer en bestel brandstof vir munisipale voertuie * Instandhouding van voertuie * Maandelikse verslae rakende voertuig gebruik en brandstofverbruik * Verseker dat voertuie betyds gediens word 	Key Performance Indicators	<ul style="list-style-type: none"> * Check and order fuel for municipal vehicles * Maintenance of vehicles * Monthly reports on vehicle and fuel usage * Ensure the timely service of vehicles


H.T. Scheepers (Mrs): Municipal Manager
09 May 2016

Finansies / Finances

Kredietbeheer Klerk		Credit Control Clerk	
Kwalifikasie(s)	Diploma in Finansiële Rekeningkunde / Finansiële Bestuur	Qualification(s)	Diploma in Financial Accounting / Financial Management
Sleutel Prestasie Areas	<ul style="list-style-type: none"> * Monitor insameling van inkomste * Gee aandag aan die konsolidering van debiteure rekeninge * Berei verslae voor rakende kontantvloei tendense * Prosesseer en verifieer transaksies verbandhoudend tot debiteure 	Key Performance Areas	<ul style="list-style-type: none"> * Monitor revenue collection * Attending to the consolidation of debtor accounts * Prepare reports on cash flow trends * Process and verify transaction relevant to debtors


H.T. Scheepers (Mrs): Municipal Manager
09 May 2016