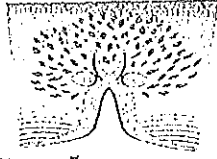


Private Bag X2
GROBLERSHOOP

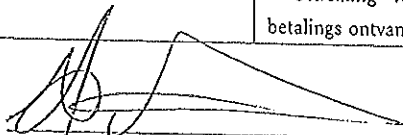


Phone: 054 – 8339500
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Kheis
Munisipaliteit
Municipality

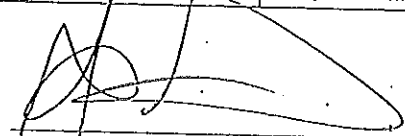
Finansies / Finances

Aflos: Betaalkantoor Klerk: Wegdraai		Temp: Paypoint Clerk: Wegdraai	
Kwalifikasie(s)	Graad 12	Qualification(s)	Grade 12
Sleutel Prestasie Areas	<ul style="list-style-type: none"> * Ontvang betalings vir dienste aangebied aan die publiek * Uitreiking van rekeningstate * Meterlesing * Uitreiking van kwitansies vir betalings ontvang 	Key Performance Indicators	<ul style="list-style-type: none"> * Receives payments against services rendered to the public * Issuing of account statements * Meter reading * Issuing receipts for payments received


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

Tegniese Dienste / Technical Services

Toesighouer: Vuilnisverwydering		Supervisor: Refuse Removal	
Kwalifikasie(s)	Graad 12	Qualification(s)	Grade 12
Sleutel Prestasie Areas	<ul style="list-style-type: none"> * Verseker dat gesondheid & veiligheidsregulasies nagekom word * Hanteer normale daaglikse werksaamhede van die afdeling verantwoordelik vir vuilnisverwydering * Verseker dat alle spanne daaglik volledig is * Hou tydskedules by (op 'n daaglikse en weeklikse basis) 	Key Performance Indicators	<ul style="list-style-type: none"> • Ensuring Health & Safety regulations are adhered to within the workforce • Deal with the normal day to day running of the refuse removal section • To crew up on a daily basis and arrange for all crews to be fully manned. • Raise time sheets (on a daily and weekly basis)
Aanbeveling(s)	Moet oor 'ngeldige bestuurslisensie beskik	Recommendation(s)	Must be in possession of a valid driver's license


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