



SOL PLAATJE MUNICIPALITY

LOCAL MUNICIPALITY / PLAASLIKE MUNISIPALITEIT
MASEPALA WA SELEGAE / UMASEPALA WENQILA

DIRECTORATE
Financial Services

DEPARTMENT
Revenue: Billing

AVAILABLE POSITIONS
5 Vacancies

SALARY SCALE
R611.33 Per day.

REFERENCE NUMBER
2025/004

CLOSING DATE & TIME
23 May 2025 @ 16:00

Cashier (Temporary)

REQUIREMENTS

- Grade 12 (with Accounting or Mathematics).
- At least 2 years verifiable cashier experience.

COMPETENCIES

- Computer Literacy.
- Numeracy Skills.
- Ability to resolve conflicts and motivation skills.
- Well-developed communication skills, both written and verbal.

KEY PERFORMANCE AREAS / CORE FUNCTIONS

- Be updated on Municipal Financial Management Act regarding Cashier Services.
- Responsible to collect money from customers and process allocations to accounts.
- Balance and reconcile daily cash collected.
- Attend to complaints by the public and divert to relevant departments for attention.

HOW TO APPLY

Your application must be completed on an official Sol Plaatje Local Municipality application form and will not be considered if not submitted. Application forms are available on the municipal website (www.solplaatje.org.za).

If you meet the requirements, forward the duly completed SPLM application form, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc) as well as required driver's licenses, Professional Driver's Permits and registration certificates from professional bodies, where applicable, to Miss C Mashobao, Sol Plaatje Local Municipality, c/o Bultfontein & Lyndhurst Avenues, New Civic Building, HR, 3rd Floor or send it electronically to work@solplaatje.org.za. These requirements must be met and failure to do so will result in the applicant's immediate disqualification. Include a clear reference number and the post you are applying for in your application.

Please Note:

- No CV's and certified copies of qualifications will be returned. **Late applications will not be accepted. Please ensure the completion of your application by the specified closing date and time. No supplementary documents will be accepted after the closing date.**
- Preference will be given to local candidates, i.e. applicants residing within the municipal, district or provincial boundaries.
- Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.
- Sol Plaatje Local Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
- Sol Plaatje Local Municipality is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the company's employment equity policy and plan.
- Canvassing with Councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.
- The selected candidate will undergo a probationary period lasting six (6) months.
- Where necessary, shortlisted candidates will be subjected to a screening and vetting process.
- The incumbent will be appointed at the minimum notch of the salary scale.

THE SOL PLAATJE LOCAL MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT.

ENQUIRIES: MISS C MASHOBAO, (053) 830 6793 / MR E JACOBS (053) 830 6728 / work@solplaatje.org.za