



BEAUFORT WEST MUNICIPALITY /  
MUNISIPALITEIT BEAUFORT-WES  
Notice Nr: 116/2024

EXTERNAL STAFF VACANCIES

DEPARTMENT: FINANCIAL SERVICES  
WE WELCOME APPLICATIONS FROM PERSONS WITH DISABILITIES

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

**GENERAL RELIEF CASHIER X1 / Beaufort - Wes/t**

**Relief Senior Clerk: Income (after hours, weekends, when on leave/attending training/meetings to ensure continuous service delivery)**

**Salary Scale**

Post Level T6 –hourly tariff - R69.55 p.h./p.u.

**Qualifications, Competency and Experience**

Grade 12 with Accounting and Maths or Maths Literacy

Computer literate with knowledge of Microsoft , Excel and Word

Numeracy skills and accurate worker

Must be able to work under pressure

Must have good interpersonal skills

**Duties**

\*Work as a relief cashier in the absence of any cashier in Beaufort West

\*Receive payments, issue receipts and update cash received in deposit book

\*Safeguard cash, receipts and documents in this regard in accordance with control procedures

\*Manage general enquiries \*Report complaints received from the public.

\*Miscellaneous tasks as received from Controller: Income

**\*Cashiers who work after hours, should be available to check their takings the next morning with supervisor before takings are banked**

Municipal Staff Regulations Page 52 Level 2 competencies applicable to the post.

**Benefits**

Benefits applicable to contract staff as per Section 198C of the LRA / Leave and sick leave calculated on hours worked in terms of Basic Conditions of Employment Act.

**NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. The Beaufort West Municipality reserves the right not to make any appointment(s) to the above post. Priority will be given to graduates residing within Beaufort West. Applicants must apply for the vacancy on the official BWM 5 Application for Vacancy form and if not your application will result in disqualification.**

**THIS CLOSING DATE IS REVISED FROM FRIDAY 09 August 2024 at 12:00 DUE TO PUBLIC HOLIDAYS**

**NEW CLOSING MONDAY: 12 AUGUST 2024 at 16H00**

**Appointment will be subject to a full background check**

Full particulars and prescribed application forms can be obtained from **Adriaan Duimpies /Imelda Dourie** at telephone **023-4148100**.  
Completed applications should be sent to- or handed in at - / **Voltooid aansoekvorms kan gepos of ingedien word by die –**

The Municipal Manager, Private Bag 582, Beaufort West 6970 (Merweville Municipal Office)  
Die Munisipale Bestuurder, Privaatsak 582, Beaufort-Wes, 6970 (Merweville Munisipale Kantore)

Or email to

[erecruit@bwmun.co.za](mailto:erecruit@bwmun.co.za)

Municipal Office Munisipale Kantore  
112 Donkin Street/Donkinstraat 112  
Beaufort Wes/t  
6970

Mnr DE Welgemoed  
Municipal Manager/ Munisipale Bestuurder