



**BEAUFORT WEST MUNICIPALITY /
MUNISIPALITEIT BEAUFORT-WES
Notice Nr: 126 /2025**

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 - R77,46 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: Cashiering
- **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.

CLOSING DATE: FRIDAY, 19 SEPTEMBER 2025 at 12H00

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**

For Job Related enquiries / Vir Werkverwante Navrae: Ms. L Oyiya: 023 414 8147.

Completed applications should be sent to- or handed in at - / Voltooide aansoekvorms kan gepos of ingedien word by die –

The Acting Municipal Manager, Private Bag 582, Beaufort West 6970
Die Waarnemende Munisipale Bestuurder, Privaatsak 582, Beaufort-Wes, 6970
Or email to/ Of e-pos na:

erecruit@beaufortwestmun.co.za

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

Mr/Mnr AC Makendlana
Acting Municipal Manager/ Waarnemende Munisipale Bestuurder