



BEAUFORT WEST MUNICIPALITY /  
MUNISIPALITEIT BEAUFORT-WES

Notice Nr./Kennisgewingsnr. 51/2019

STAFF VACANCIES / PERSONEELVAKATURES

DEPARTMENT: FINANCIAL SERVICES / DEPARTEMENT: FINANSIËLE DIENSTE

**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 / Beaufort-Wes Munisipaliteit is ten volle verbind tot dienslewering in die munisipale gebied en die doelwitte uiteengesit in die Wet op Billike Indiensneming (1998) en die Raad se Diensbillikeidsplan. Ten einde die Munisipaliteit se voorstelling van die mense wat dit bedien te bevorder, sal aansoeke van die aangewese groepe voorkeur geniet.

**GENERAL RELIEF CASHIER X4 / ALGEMENE AFLOS KASSIERE X4**

Relief Senior Clerk: Income when on leave/attending training/meetings to ensure continuous service delivery / Aflos van Senior Klerk: Inkomste wanneer met verlof/bywoning van vergaderings/kursusse ten einde normale dienslewering te verseker

**Salary Scale / Salarisskaal:**

Post Level/ Posvlak T6 – uurtarief / hourly tariff - R55.60 p.u./p.h.

**Qualifications, Competency and Experience / Kwalifikasies, Vaardighede en Ervaring /**

Grade 12 with accounting / Graad 12 met Rekeningkunde

Computer literate with knowledge of Microsoft , Excel and Word / Rekenaarvaardig met kennis van Microsoft , Excel en Word

Numeracy skills and accurate worker / Syfervaardig en akkurate werker

Must be able to work under pressure / Onder druk kan werk

Must have good interpersonal skills / Beskik oor goeie menseverhoudinge

At least 1 year's relevant experience / Ten minste 1 jaar toepaslike ondervinding

**Duties / Pligte**

\*Work as a relief cashier in the absence of any cashier in Beaufort West ( Except in Merweville, Nelspoort and Murraysburg) / Om in die afwesigheid van die kassieres in Beaufort Wes ( Merweville, Nelspoort en Murraysburg uitgesluit) af te los.

\*Receive payments, issue receipts and update cash received in deposit book / Ontvangs van betalings aan die munisipaliteit en uitreik van kwitansies asook opmaak van bankdeposito

\*Safeguard cash, receipts and documents in this regard in accordance with control procedures / Veilige bewaring van ontvangstes, kwitansies en gepaardgaande dokumentasie in ooreenstemming met kontrole prosedures

\*Manage general enquiries / Hanteer algemene navrae die publiek

\*Report complaints received from the public. / Rapportering van klagtes soos deur die publiek aangemeld.

\*Miscellaneous tasks as received from Controller: Income / Diverse take soos van tyd tot tyd opgedra deur die Kontroleur: Inkomste.

**\*Cashiers who work after hours, should be available to check their takings the next morning with supervisor before takings are banked /Kassieres wat na-ure werk, moet beskikbaar wees om die volgende oggend gelde te kontroleer met toesighouer voordat gelde gebank word.**

**Benefits / Byvoordele**

Geen voordele soos van toepassing op permanente personeel / No benefits applicable to permanent staff / Leave and sick leave calculated on hours worked in terms of Basic Conditions of Employment Act / Verlof en siekteverlof bereken teen ure gewerk in terme van die Wet op Basiese Diensvoordes

**Closing date / Sluitingsdatum: Maandag/Monday 20 May 2019**

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 driver's licences must be attached as proof to be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment.

NB: Indien u nie binne 3 maande na die sluitingsdatum van hierdie advertensie gekontak is nie, moet u asseblief aanvaar dat u aansoek nie suksesvol was nie. Indien vereiste dokumentasie van kwalifikasies/bestuurderslisensies nie by aansoeke aangeheg word nie, word aansoekes summier afgekeur. Die aanstelling sal gepaard gaan met 'n aanvanklike proeftydperk van 6 (ses) maande waarna die permanente bekragting van die aanstelling heroorweeg sal word. Iemand wat invloed werf met die doel om aangestel te word in 'n pos is onbevoeg vir aanstelling.

NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED/GEEN AANSOEKE PER FAKS O F E-POS WORD AANVAAR

Full particulars and prescribed application forms can be obtained from **Leonie Barnard /Imelda Dourie at telephone 023-4148100** Volledige besonderhede kan verkry word vanaf **Leonie Barnard/Imelda Dourie**, Departement Korporatiewe Dienste by telefoonnommer **023-4148100**. / **Completed applications should be sent to,or handed in at - / Voltooide aansoekvorms kan gepos of ingedien word by die -**

The Municipal Manager, Private Bag 582, Beaufort West 6970

Die Munisipale Bestuurder, Privaatsak 582, Beaufort-Wes, 6970

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

KJ Haarhoff  
**Municipal Manager/Munisipale Bestuurder**