



DRAKENSTEIN

MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

PERSONNEL VACANCY

SEASONAL CASHIERS x15

DEPARTMENT: COMMUNITY SERVICES

DIVISION: PARKS, SPORT, CEMETERIES & PROJECTS

SECTION: Sport & Recreation

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the abovementioned vacancy within its Community Services Department.

JOB PURPOSE:

To receive money orders, cash, cheques and credit/debit card payments and receipt and balance the transactions.

SELECTION REQUIREMENTS FOR THE POST

- Grade 12

OTHER REQUIREMENTS/SKILLS:

- Basic knowledge using a cash register
- Reconciliation using a cash register
- Daily, weekly and monthly report of income

EXPERIENCE:

1-2 years relevant experience

SALARY SCALE:

TASK LEVEL 05 - Basic salary per annum is R 124 792.14 – R 161 966.22

Note: Proof of Qualifications are required for assessment. (Clear copies of certified qualifications must be attached)

The requirements of the Employment Equity Act will be considered for this position, but will not be the only criteria applied.

A service bonus equal to one month's salary is payable and normal fringe benefits related to Local Authorities including a housing allowance for homeowners and is subject to certain conditions.

Note: Canvassing with Councillors or any members of the Appointments Committee is not permitted and will automatically disqualify applicants.

Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.

Your application can be submitted via email to: communityjobs@drakenstein.gov.za

For submission of **hardcopies and email applications**, application forms can be obtained from the Human Resources Offices, PO Box 1, Berg River Boulevard, Paarl 7622, telephone numbers: 021 807 4508/ 021807 6459/ 021 807 6318/ 021 807 6253 (Mondays to Fridays from 10:00 until 15:00) or on the Drakenstein Municipality website. There will be no forms issued from 13:00 to 13:30. **No fax copies of application forms will be accepted.** Clearly indicate the reference number for the post you are applying for on the application form. Your fully completed application form must be accompanied by your CV (not more than 5 pages) when handing it in.

Please note that no CV's will be returned on the applicant's request, therefore please do not send us your original certificates.

NB: If you are not contacted within three (3) months after the closing date, please note that you were unsuccessful. No further correspondence will be given to you in this regard.

NB: Candidates that arrive late for interviews will be disqualified.

Closing date for emailed applications: 13 August 2021 at 23h59

Closing date for hardcopies: 13 August 2021 at 15h30

CITY MANAGER