



# PRINCE ALBERT MUNISIPALITEIT

PRIVAATSAK X53  
PRINS ALBERT  
6930

## NOTICE NO. 102/2022

**DIRECTORATE: COMMUNITY SERVICES**  
**VACANCY: CASHIER / RECEPTIONIST**  
**SECTION: TRAFFIC AND LAW ENFORCEMENT**  
**SERVICES**  
**INTERNAL & EXTERNAL NOTICE**

*Written application on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as:*

### **CASHIER / RECEPTIONIST**

#### **MINIMUM REQUIREMENTS**

- Grade 12;
- eNatis cashiers course;
- One year experience in a similar position;
- Good human relations;
- The ability to work with difficult members of the public and staff;
- Must work accurately and fast under pressure;
- Good communication skills (oral and written);
- Self control, diplomacy and patience;
- Must be able to speak two of the Western Cape official languages (Afrikaans, English or iXhosa).

#### **FUNCTIONS AND RESPONSIBILITIES**

- Processing of learners & drivers licence applications;
- Processing of vehicle licencing and registration applications;
- Performs various administration duties;
- Perform various cashier duties;
- Perform tasks/activities associated with the receiving and receipting of payments for the services/product from the public;
- Reconciling payments and cash deposits against transactional information/statements;
- Providing information and explanations on charges and penalties;
- Reconciling total collections against receipts and preparing schedules for verification prior to forwarding cash for depositing;
- Record keeping of information.

#### **SALARY:T6 – R 132 243,60 per annum (R 11 020,30 pm)**

Normal fringe benefits are applicable to the position: such as pension, medical aid contribution, housing subsidy and a thirteen cheque after 12 months of employment.

#### **STATUS OF POSITION : PERMANENT POSITION**


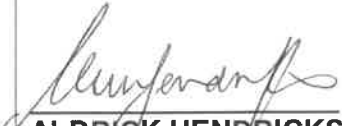
**CLOSING DATE: TUESDAY 07 JUNE 2022 @ 15:00**

Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: Mr Abridon Sass – Human Resource Management, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **TUESDAY 07 JUNE 2022 @ 15:00**.

Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 30 days after the closing date, applicants may assume that their applications were unsuccessful.

Queries can be directed to **Mr Abridon Sass** by Tel. 023 541 1036 or via e-mail ([jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za)).

If you have not received any correspondence regarding your application within 30 days after the closing date of the Municipality, you can accept that your application was unsuccessful.

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| <p><b>PRINS ALBERT MUNISIPALITEIT</b><br/>Privaatsak X53,<br/>PRINS ALBERT<br/>6930<br/>e-pos:<br/><a href="mailto:jobapplications@pamun.gov.za">jobapplications@pamun.gov.za</a><br/>Tel. (023) 5411036<br/>Faks. (023) 5411321</p> |  |  <p><b>ALDRICK HENDRICKS</b><br/>ACTING MUNICIPAL<br/>MANAGER<br/>24 MAY 2022</p> |
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