

INTERNAL ADVERTISEMENT

CASHIER

NOTICE NO: 30/2025 - 2026

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

**Remuneration: TASK GRADE 6 OF CATEGORY 2 LOCAL AUTHORITY
: R 166 770.00 – R 216 488.00 PER ANNUM (excluding Council 's benefits)**

JOB PURPOSE

Performs tasks and activities/associated with the cash/cheque receiving and receipting, providing information on charges and penalties. reconciling total collections against receipts and preparing schedules for verification to prior forwarding cash and cheques for depositing.

MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE

- Grade 12
- Computer Literacy
- One (1) year related experience

KEY PERFORMANCE AREAS

- Performing tasks and activities associated with receiving and banking monies.
- Performing activities associated with selling of prepaid electricity to communities.
- Performing activities associated with reconciliation and banking.
- Performing tasks and activities associated with record keeping and customer care.

KEY COMPETENCIES REQUIRED FROM ALL APPLICANTS

- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services.
- Ability to effectively inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- Ability to maintain the high-quality standards while achieving desired outcomes and results.

19 Murray Street | Lady Grey | 9755 | 051 603 1300 | info@senqu.gov.za

- Good organizational and administrative skills, communication skills and problem-solving skills will be an added advantage.
- Report writing skills.
- Be able to work under stressful environment

APPLICABLE BENEFITS

- Medical Aid, Pension, Housing Subsidy and 13th Cheque

The closing date for submission of applications is Friday, 17 October 2025 and no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.

APPLICATION PROCESS

Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website www.senqu.gov.za, together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and driver's license. An application pack which contains all the above-mentioned documents must be submitted to the under mentioned address.

This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.

Appointment will be subject to appropriate reference and qualification checks as well as security vetting.

Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.

A successful candidate will be expected to sign a Performance Agreement.

Please note that Council reserves the right not to fill the position.

CONTACT PERSON

All enquiries should be directed to the Manager Human Resources on - telephone 051 603 1300/1466 during working hours or nelanin@senqu.gov.za

MR. T. MAWONGA
MUNICIPAL MANAGER
SENQU LOCAL MUNICIPALITY
Private Bag X03
Lady Grey
9755

FILE NO: 4/3/2/1/3
15/08/2025



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