



**LAINGSBURG MUNICIPALITY**  
**EXTERNAL VACANCY- LAINGSBURG AREA**  
**NOTICE NUMBER 42/2025**

**GENERAL RELIEF CASHIER X2**  
**DEPARTMENT: FINANCIAL AND COMPLIANCE SERVICES**  
**DIVISION: FINANCIAL SERVICES**  
**SECTION: REVENUE**  
**FIXED TERM/CONTRACT**  
**SALARY SCALE: Post Level T6-Hourly Tariff- R74,56 per hour**

**The general relief cashier will be required to work after hours, weekends, when the Principle Clerk/ Cashier is on leave, training, meetings.**

**REQUIREMENTS**

- Grade 12 with 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

**KEY PERFORMANCE AREAS**

- Work as a relief cashier in the absence of any cashier at the Laingsburg Municipality
- 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 Principle Clerk: Revenue

**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

**CLOSING DATE: 14 APRIL 2025**

**Please note:**

- By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences.
- Professional Driver's Permits and registration certificates from professional bodies, where applicable.
- Receipt of applications will not be acknowledged and no supporting documents will be returned.
- **ONLY** certified hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
- Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

**Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.**

Application must be made on the official application form of the Laingsburg Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three recent contactable references, and must be submitted to: **The Municipal Manager, Private Bag X4, Laingsburg, 6900** or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.

This position is located at the Laingsburg Municipality offices.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**



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**JAFTA BOOYSEN**  
**MUNICIPAL MANAGER**  
**3 April 2025**

**Municipal Offices**  
**Private Bag X4**  
**LAINGSBURG**  
**Tel: 023 5511 019**