

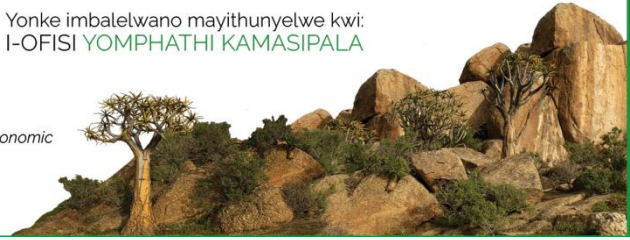


Nama Khoi Local Municipality

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VISION: Building tomorrow, today.
 MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addresses to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwii: I-OFISI YOMPHATHI KAMASIPALA



EXTERNAL

VACANCY	CASHIER
Ref. Nr	HR 10 /2025

The following vacancy on the Municipality's staff establishment is available for dynamic and suitably qualified persons

Post Title	Salary	Organogram	Location	Term
Cashier x2	T6 (R13 551.93 - R17 592.64)	Finance	Nama Khoi Jurisdiction (Springbok/ Bergsig)	Permanent

Vacancy Details :

MINIMUM REQUIREMENTS	DUTIES
<ul style="list-style-type: none"> • Qualification: Grade 12 / NQF Level 4 Certificate • Computer Literacy-office applications • Experience: 12 Months relevant experience • SKILLS: Attention to detail. Good communication skills. Interpersonal skills. • Knowledge and Scope of work: Provides routine cashier support and follows standards procedures. Operates under direct supervision. 	<ul style="list-style-type: none"> • Cash Receipting • Cash Reconciliation • Documentation/Recordkeeping • Communication and Reporting

The competency level for this position is a level 1 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No.890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/Leadership Competencies
Written and Oral communication Attention to detail Influencing Ethics and Professionalism Organisational Awareness Problem-solving Planning and Organsing	<ul style="list-style-type: none"> • Business processes • Use of Technology • Data processing and analysis 	<ul style="list-style-type: none"> • Interpersonal relationships • Communication • Service Delivery Orientation • Customer orientation and customer focus 	<ul style="list-style-type: none"> • Action orientation • Perseverance/Resilience • Readiness for change • Cognitive ability • Learning Orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team orientation • Direction setting • Coaching and mentoring

A full job description is available upon request from [granwell.cockrell@namakhoi.gov.za]