



EXTERNAL NOTICE

NOTICE 178 OF 2024

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust, and Dyssseldorp is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality, and tourism sectors.

Candidates with the minimum requirements, necessary integrity, and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

2 X TEMPORARY CASHIER: SEASONAL WORK

DIVISION: CANGO CAVES & RESORTS

DEPARTMENT: OFFICE OF THE MM – STRATEGIC SERVICES & TOURISM

4 MONTH FIXED TERM CONTRACT

(R 269.20 per day)

REQUIREMENTS

- Grade 12 (Proof to be attached)
- 2 years of relevant experience
- Financial acumen
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Always act professionally when interacting with visitors regarding giving information selling and issuing of tickets.
- Collecting money, issuing tickets, and approving change.
- Balancing and reconciling cash at day end.
- Document transactions in the deposit book and seal the income received in a safe place.
- Adhering to complaints by the public and diverting them to the supervisor for further attention.
- Filing printouts and receipts issued.
- Balancing daily monies received, print reports, and the balancing thereof.
- Adminstrating deposit slips and the banking thereof.
- Printing and binding reports of daily transactions.
- Guiding and solving queries of visitors by referring to the correct department.
- Provide information about establishment and tour options.
- Recording and confirming bookings telephonically.



- Requesting nationality of visitors for auditing purposes
- Responsible for handling lost and found properties

COMPETENCIES

- Core Competencies: written communication, oral communication, attention to detail, influencing, ethics and professionalism, organizational awareness, problem-solving, planning, and organizing.
- Functional Competencies: business processes, use of technology, data processing & analysis.
- Public Service Orientation Competency: interpersonal relationships, communication, service delivery orientation, client orientation, and customer focus.
- Personal Competencies: action orientation, resilience, change readiness, cognitive ability, learning orientation.
- Management/Leadership Competencies: impact and influence, team orientation, direction setting, coaching, and mentoring.

Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted, and their qualifications, credit, and criminal records be verified.

Applications must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and an identity document (not older than three (3) months) as well as particulars of at least three contactable references, must be submitted to **Chief HR Officer: Support Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section) Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za.**

CLOSING DATE: 15 August 2024 at 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. The council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail or fax will be considered.

**MR. W HENDRICKS
MUNICIPAL MANAGER**

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