



EXTERNAL NOTICE NOTICE 202 OF 2025

The Oudtshoorn Local Municipality, which includes the towns of Oudtshoorn, De Rust and Dysselsdorp, 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, the business community, industries, and the hospitality and tourism sectors.

Candidates who meet the minimum requirements, have necessary integrity, and an 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 a criminal record check to their application.**

**2 X TEMPORARY SEASONAL CASHIERS: CANGO CAVES
DEPARTMENT: PLANNING & DEVELOPMENT
DIVISION: STRATEGIC SERVICES & TOURISM
SECTION: CANGO CAVES & RESORTS
RATE: R 282.69**

**STATION: CANGO CAVES
3 MONTHS FIXED TERM CONTRACT**

REQUIREMENTS

- Grade 12 (Proof to be attached)
- 0-2 years' 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 tickets
- Collecting money, issuing tickets and approving change.
- Balancing and reconciling cash at day's end.
- Documenting transactions in the deposit book and sealing the income received in a safe place.
- Adhering to complaints by the public and referring to the supervisor for further attention.
- Filing printouts and receipts issued.
- Balancing daily monies received, printing reports and the balancing thereof.
- Administering 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 the establishment and tour options
- Recording and confirming bookings telephonically



- Requesting the 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, organisational awareness, problem solving, planning and organising.
- **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 and a written/competency assessment. They must also be aware that previous employers and recent references may be contacted, and their qualifications and criminal records be verified. The appointment will be subject to the signing of an employment contract, performance agreement and disclosure of interest.

Application 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 identity document (not older than three (3) months), as well as particulars of at least three recent contactable references. Applications must be submitted to **HR Manager: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620** or **Oudtshoorn Municipality, 69 Voortrekker Road, Oudtshoorn, 6620**. Application forms can be downloaded from the Oudtshoorn Municipality website www.oudtshoorn.gov.za.

For any enquiries, contact Jean Heunis at 044-203 3136 or heunis@oudtmun.gov.za

CLOSING DATE: 14 November 2025 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. Council will make appointments in line with its employment equity plan and reserves the right not to make an appointment. Applications sent via e-mail/late applications will not be considered. Any misrepresentation in your application will lead to automatic disqualification.

**MR M. YEKANI
MUNICIPAL MANAGER**

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