



KAROO HOOGLAND MUNISIPALITEIT

'n Amalgamasie van Fraserburg, Sutherland, Williston & omliggende landelike gebiede

VACANCY	EXTERNAL ADVERT: RELIEF CASHIERS X 2 -EPWP
REF. Nr	HR 012/2025
ERRATUM	05/09/2025

The following vacancies is available for dynamic and appropriately qualified individuals:

Position	Salary	Organogram	Location of Position	Term
RELIEF CASHIER X 2	R150 Per Day	N/A	FRASERBURG	6-month Temporary Contract with option of extension

Details of vacancy:

MINIMUM REQUIREMENTS	DUTIES
Qualifications, Competency and Experience: - Grade 12 with Accounting and Math's or Math's 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.	- Work as a relief cashier in the absence of any cashier in Fraserburg. - Work after hours, on weekends and public holidays. - 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 on complaints received from the public. - Miscellaneous tasks received from Accountant: Revenue. - Cashiers who work after hours should be available to check their takings the next morning with supervisor before takings are banked.

WORKING HOURS:

- MONDAY- FRIDAYS: 13:00 – 18:00**
- SATURDAY: 09:00 – 14:00**
- SUNDAY: 09:00 – 14:00**
- P/HOLIDAY: 09:00 – 14:00**

HOW TO APPLY

Applications must be submitted on the Municipality's official application form (available at all municipal offices or on the KHM website), and must be accompanied by the following documents:

- The completed KHM **Consent Form** (available on the website or at municipal offices)
- A **comprehensive CV**
- Originally certified copies** of your ID and academic qualifications

Applications can be submitted:

- **By hand:** Addressed to the Municipal Manager, Mr. J Jonkers, P.O. Box 165, Williston, 8920
- **In person:** Hand in at your local KHM office:
 - Williston
 - Sutherland
 - Fraserburg
- **By email:** Send to recruitment@karoohoogland.gov.za

Important Notes:

- If you submit your application at a local KHM office, ensure you **sign the application receipt register**.
- You must complete the KHM **Consent Form** to allow verification of your qualifications and references.
- **Incomplete applications** (missing forms, CV, or certified documents), or **late submissions**, will not be considered.
- Applicants who do **not meet the minimum qualifications, experience, or skills requirements** will not be considered.
- If you have not received feedback within **six weeks** after the closing date, please consider your application unsuccessful.
- Appointments will be made in line with **affirmative action** principles. The Municipality reserves the right **not to make an appointment**.

CLOSING DATE: Friday, 19 SEPTEMBER 2025 at 12:00

Job Related Enquiries: Ms. L Gouws – 053 285 0998
General HR Enquiries: Mr. MC Kennedy – 053 285 0998

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at – The Office of the Municipal Manager, Mnr J Jonkers, Posbus 165, 2 Mulder Street, Williston, 8920.

Or email to

recruitment@karoohoogland.gov.za



Mnr J. Jonkers
MUNISIPALE BESTUURDER
05/09/25