



SETSOTO LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

12 MONTHS FIXED TERM CONTRACT

Setsoto Local Municipality, with its seat in Ficksburg, Free State, is an equal opportunity, affirmative action employer with clear employment equity targets. The municipality intends to promote equity through the filling of posts, according to the set Employment Equity targets. Qualified persons, women, and people with disability with the skills and expertise to discharge the duties of the under-mentioned positions are invited to apply. The African Males are encouraged to apply.

DIRECTORATE : TREASURY SERVICES
DIVISION : REVENUE / COUNTER SERVICES
POSITION : TEMPORARY CASHIER (MOEMANENG)
UNIT : MARQUARD
SALARY : R 220 027.92 Per Annum (PL 9/4)

REQUIREMENTS Grade 12 with accounting background. Candidate must have 0-2 years of relevant working experience as a cashier required. Candidate must be Computer Literate. Candidates must be able to carry out verbal and written instructions.

COMPETENCIES Candidates must have good problem-solving abilities. Be able to read and understand basic documents. Be able to follow basic instructions as contained in written communication. Be honest with him/herself and with the work.

DUTIES Candidate be responsible to receipt Council money. Be responsible for assisting consumers. Candidate will be responsible for the bookings of the halls and other facilities, grave sites sales. Be able to understand basic verbal instructions from the Superiors and Colleagues and confirm / or clarify understanding of instructions thereby avoiding mistakes.

ENQUIRIES **Recruitment Officer (Mr. Gift Motleleng)**, Tel (051) 933 9300

NOTE Applications must be accompanied by a recently updated CV, as well as certified copies of all qualifications, ID document and two contactable employment referees. Failure to submit the requested documents will result in your application not being considered. Applicants who do not receive feedback within two months from the closing date must accept that their application was unsuccessful. Short-listed candidates will be subjected to reference checks, vetting, and signing of indemnity forms. A candidate who canvasses for preference will be disqualified. Applications received after the closing date will not be considered.

Please sent applications to the Municipal Manager, Setsoto Local Municipality, P O Box 116, Ficksburg 9730. Faxed or e-mailed applications will be automatically disqualified.

Closing date **9 OCTOBER 2026** before the **CLOSE** of business day **(16h30)**

Mrs. NF Malatjie
MUNICIPAL MANAGER