



NOTICE 209 OF 2023

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dysseisdorp 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 at least 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.**

5 X CASHIERS: SWIMMING POOLS – SEASONAL WORK
DEPARTMENT: COMMUNITY SERVICES
DIVISION: PARKS, RECREATION, SPORT & AMENITIES
STATION: OUDTSHOORN & DYSELSDORP
(R 275.00 PER DAY)

REQUIREMENTS

- Grade 12 (Proof to be attached)
- 6 months relevant experience
- Financial acumen
- Computer literacy
- Good interpersonal skills and communication skills
- Good calculating skills
- Be able to work independently
- Attention to detail
- Proficient in two (2) of the three (3) official languages in the Western Cape

KEY PERFORMANCE AREAS

- Collect entrance money from the public to enter the swimming pool area.
- Responsible for the safekeeping of money/income received.
- Performing cash-up activities daily.
- Render a help desk service to the community and assist where possible.
- Document transactions in the deposit book.

COMPETENCIES

- Core Professional 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 Competencies: 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 identity documents (not older than three (3) months) as well as particulars of at least three contactable references, must be submitted to: **HR Manager: Transformation & Development, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za.**

CLOSING DATE: 15 September 2023 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 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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