



BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment.

Bergrivier Municipality, with its head office in Piketberg and approximately 90 minutes' drive from Cape Town, currently has the following vacancy and awaits applications from competent people who comply with the minimum job requirements. (Women and persons with disabilities are encouraged to also apply.)

VACANCY INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

RE-ADVERTISE:
CASHIER / CLERK (PIKETBERG)
DIRECTORATE: FINANCIAL SERVICES
REF: FD43/061/PB

Qualifications: Grade 12 with Accounting as subject

Experience: 2 years' relevant experience

Requirements: Code B driver's licence · Computer Literacy (MS Office) · Proficiency in at least two (2) of the official languages of the Western Cape (Afrikaans / English / isiXhosa - Read, Write & Speak) · Good human relations, interpersonal and communication skills · Ability to give attention to detail · High level of responsibility · Must maintain confidentiality · Must be physically fit and able bodied · Must work overtime when required · Must perform duties in the whole area of the Municipality

Job Purpose: Performs tasks / activities associated with the supervision and the receiving of payments for services / products from the public including:

- Receiving and receipting payments;
- prior to forwarding cash and cheques for depositing;
- Filing of receipts

Key Performance Areas: Receives payment against services rendered from the public · Balance payment received daily · Reconciles cash received against receipts issued to customers · Maintains documentation and records of transactions and procedures · Responsible to part take in the Municipality's Performance Management and Development System

This Competency Framework for this position is an Administrative Competency Level 1 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
- Written communication - Oral communication - Attention to detail - Influencing - Ethics and Professionalism - Organisational Awareness - Problem solving - Planning and organising	- Business processes - Use of technology - Data processing and analysis	- Interpersonal relationships - Communication - Services delivery orientation - Client orientation and customer focus	- Action orientation - Resilience - Change readiness - Cognitive ability - Learning orientation	- Direction setting - Impact & influence - Coaching & mentoring - Team orientation

Salary:	R 178 920.00 per annum (T06 of a Category 3 Local Authority)
Date of acceptance:	01 December 2026 or as soon as possible
Enquiries:	Mr. M Crous at 022 913 6000

GENERAL:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality, including a housing allowance for homeowners, subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All appointments are subjected to a Police clearance; which means that by applying for a position at the Municipality, you give us permission to obtain a Police clearance.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.
10. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, up to date and correct.
11. **Only applications within the Bergrivier Municipal area (WC013) will be considered.**
12. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance contract (where applicable) with the employer.

A covering letter with at least two (2) contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 9136000 or on the municipality's website www.bergmun.org.za) with certified copies (not older than 6 months) of the necessary qualification certificates, ID document, Drivers Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) to reach Municipal Offices (Aurora, Eendekuil, Redelinghuys, Piketberg, Porterville & Velddrif) within the municipal area or posted to PO Box 60, Piketberg, 7320 or by courier to 13 Church Street, Piketberg, 7320, for the attention of Mr. DF Verhoog, to reach him by no later than the closing date.

You should note that the Municipality does not accept responsibility for applications that are mailed or sent by courier and are received late or not at all. The onus is still on you to ensure that your application reaches the municipality before the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: MONDAY, 14 SEPTEMBER 2026 AT 16:00

**ADV H LINDE
MUNICIPAL MANAGER**

MN 186/2026

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**