

the Chief Traffic and Licensing Officer. • Must be prepared to work shifts. attending meetings as and when required.

**COMPETENCIES: COMPETENCIES: Core Professional Competencies** • Community and Customer Focus • Problem Solving • Negotiation and Influencing • Resilience • Communication • Ethics and Professionalism • **Functional Orientation Competencies** • Patrol, Enforcement and Emergency Response • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus **Personal Competencies** • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.

**DIRECTORATE: PUBLIC SAFETY**

**POSITION** : CASHIER  
**SECTION** : TRAFFIC SERVICES  
**VACANCY** : X2 POST  
**REFERENCE** : PS/TS/3/11/24  
**REMUNERATION** : IN ACCORDANCE WITH JOB LEVEL 10 OF  
**MERAFONG CITY LOCAL MUNICIPALITY (R227 853.06 PER ANNUM, EXCLUDING BENEFITS)**

**REQUIREMENTS:** Grade 12 • Computer Literacy; MS Office • 0-2 years relevant experience required.

**RESPONSIBILITIES:** Rendering customer service in providing customers with a receipt for money received. Administer pre-paid sales. • Handling customer enquiries to provide the customer with an excellent service delivery. • Administering manual and electronic payment of connection fees, deposits for services and actual service accounts. • Balancing totals for cash and other takings received with records to ensure all payments are correctly allocated. • Reporting and reconciling amounts collected, float balancing, cash balancing and cheque balancing. • Prepare daily summary and cash reports. • Receiving payment by cash, cheques, credit cards, or automatic debits (EFT). • Issuing receipts, refunds, credits, or change due to customers. • Counting money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. • Handling telephonic and walk-in enquiries. • Filing all source documents that have accompanied payments. • Balancing cash books on a daily basis before booking and balance receipt books if the system is not operational. • Providing assistance and support during the audit period. • Performing any other duties required from time to time.

**COMPETENCIES: COMPETENCIES: Core Professional Competencies** • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation Competencies** • Business Process • 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.



*Please note that within the framework of Council's Employment Equity Plan and in promoting Gender Equality – people living with disability, female and previously disadvantaged candidates are especially encouraged and invited to apply.* 