

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

DIRECTORATE: COMMUNITY SERVICES
14 X SEASONAL WORKERS: CASHIERS / TICKET CONTROLLERS
Witzenville Tulbagh (Com 506 & Com 507); Montana -Wolseley (Com 508 & Com 509); Die Eiland -Ceres (Com 510 & Com 511); Bella Vista (Com 512 & Com 513); PA Hamlet (Com 271 & Com 274) & Pine Forest (Com 514 & Com 515)
(NOVEMBER 2026 –30 APRIL 2027)

Applications are hereby invited from individuals with the applicable qualifications for the above vacancies.

Requirements:

- Grade 12
- 6 months' relevant experience.
- Applicants may also be required to provide a Criminal Clearance Certificate at their own expense (Per legislative requirements).
- Good human relations, interpersonal, and communication skills.
- Good mathematical skills.
- Ability to give attention to detail and a high level of responsibility.
- Ability to work under pressure and to handle conflict.
- Good sight, hearing, and speech ability, and must be physically fit and healthy.
- Ability to perform manual operations and duties on foot.
- Shift ends at 6 pm on weekdays and weekends & public holidays (subject to change).
- Fluent in 2 of the 3 languages spoken in the Western Cape: Afrikaans, IsiXhosa, or English.

COMPETENCY REQUIREMENTS OF THE POST

No	Category	Competency
1.	Core Professional Competencies	<i>Written Communication; Oral Communication; Attention to Detail; Influencing; Ethics and Professionalism Organisational Awareness; Problem Solving & Planning and Organising</i>
2.	Functional Competencies	<i>Business Processes; Use of Technology & Data Processing & Analysis</i>
3.	Public Service Orientation Competencies	<i>Interpersonal Relationships: Communication: Service Delivery Orientation & Client Orientation and Customer Focus</i>
4.	Personal Competencies	<i>Action Orientation; Resilience; Change Readiness; Cognitive ability & Learning orientation</i>
5.	Management / Leadership Competencies	<i>Impact and Influence; Team Orientation; Direction Setting & Coaching and Mentoring</i>

Responsibilities:

- Communicating with the customer and attending to specific payment or ticket sale enquiries and /or providing information on specific tariffs
- Collecting and counting payment tendered, verifying the total against the amount due.
- Issuing entrance tickets reflecting the amount tendered and confirming corrections with the customer.
- Enter the numbers of all tickets sold/received in the register.
- Separating denominations and commencing with control counting sequences.
- Counting and tallying amounts and verifying the cash totals.
- Receipts/tickets issued.

- Verify amounts and complete cash-up procedure forms to facilitate reconciliation processes by the immediate superior.
- Attend to and rectify deviations in recordings or counts before forwarding to the immediate superior.
- Attending to re-counting ("double-check") sequences under the supervision of the immediate superior.
- Recording and updating the confirming ticket sales register, attendance, etc.
- Completing statistical reports of tickets issued and forwarding them to the immediate superior for perusal and verification.
- Preparing and faxing summaries of the daily cash-up to the designated official.

Recommendations:

- Honest and reliable
- Able to work shifts, weekends & public holidays.
- Able to safeguard and handle cash responsibly.

Salary: R 141 830.03 per annum (Post level T4 of a Grade 4 Municipality)

Interested candidates must complete an official application form, which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Senior Human Resources Practitioner, 50, Voortrekker Road, Ceres, 6835 or E-mail to: jobs@witzenberg.gov.za. For further inquiries, you may contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

Closing Date: 28 OCTOBER 2026 BEFORE 12H00

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designated groups to apply (in terms of the Employment Equity Act)

**Municipal Manager
D NASSON**