



**NEWCASTLE MUNICIPALITY  
VACANCIES**

**CS31/2024**

The following vacancies exists in the department as mentioned hereunder:-

**DEPARTMENT: COMMUNITY SERVICES**

Position	<b>CONTRACT CASHIERS X3 : POST ID: COMM1262, COMM1263, &amp; COMM1264</b>
Remuneration	R204 851,62 per annum (Task Grade 7)
Qualifications	<ul style="list-style-type: none"> <li>Grade 12 with Mathematics or Accounting passed as subjects.</li> <li>Computer literacy</li> </ul>
Experience	<ul style="list-style-type: none"> <li>1 - 2 Years relevant experience</li> </ul>
Responsibilities	<p><b>CASH RECEIPTING :</b></p> <ul style="list-style-type: none"> <li>Receive payment against services rendered from the Public.</li> <li>Communicating with the customer and attending to specific payments</li> <li>Collecting and counting payment tendered, verifying total against amount due.</li> <li>Issuing receipt reflecting amount tendered and confirms recording with the customer.</li> <li>Receipting of payments</li> <li>Daily balancing and cashing up procedures.</li> <li>Assisting the public with their queries where applicable</li> <li>Cleaning of offices where applicable</li> <li>Maintaining the security controls of the offices where applicable</li> <li>Compilation of registers such as caravan park and picnic areas and adherence to the relevant procedures thereof where applicable</li> <li>To ensure customer enquiries and payment transactions are effectively attended to and accurately processed in accordance with laid down departmental guidelines.</li> </ul> <p><b>CASH RECONCILIATION :</b></p> <ul style="list-style-type: none"> <li>Reconciles cash received against receipts issued to customers.</li> <li>Separating denominations and commencing with control counting sequences</li> <li>Tallying amounts and verifying cash totals to receipts issued</li> <li>Verifying cash receipts schedule / reports against cash / cheque totals with the immediate supervisor and/ or attending and rectifying deviations in recordings or counts prior to forwarding for depositing.</li> <li>Maintaining transactional information and records, filling transactional documentation and notification in alpha-numeric/ chronological sequence and/ or retrieve information to support query resolution.</li> <li>Preparation of deposit slips (banking) for collection by the fidelity group where applicable</li> <li>Allocation of receipts from bank statements where applicable</li> <li>Relevant adjustment to the customer accounts in respect of correcting misallocations where applicable</li> <li>In order to ensure cash received and receipts issued and reconciled, totals confirmed and schedules verified in accordance with laid down departmental guidelines.</li> </ul>
Where advertised	<ul style="list-style-type: none"> <li>Internal / Newcastle Municipality Website</li> </ul>
Position	<b>CONTRACT LIFEGUARDS X5: POST ID: COMM1246; COMM1261; COMM1276; COMM1277; COMM1278</b>
Remuneration	R169 436,50 per annum (Task Grade 6)
Qualifications	<ul style="list-style-type: none"> <li>Grade 12</li> <li>Valid Lifeguard Certificate – Pool (Annual retest is compulsory)</li> <li>Valid Level 2 First Aid Certificate</li> </ul>
Experience	1 Year relevant experience
Additional requirements	Shortlisted Candidates will undergo a swimming test.

Responsibilities	<ul style="list-style-type: none"> <li>• Providing information to pool users on the depths of the specific areas and defined zones / restriction for new users.</li> <li>• Observing swimmers in the pool and issuing warnings to stop unsafe practices / activities.</li> <li>• Controlling crowds during festive holidays / organized swimming events, checking and communicating with group leaders or individuals to confirm understanding of rules.</li> <li>• Checking of pool equipment (high diving boards, etc), observing and / or reprimanding unsafe practices.</li> <li>• Responding to distress calls and removing bathers who are in difficulty at specific depths.</li> <li>• Resuscitating victims using first aid techniques to revive breathing and pulse.</li> <li>• Checking on the condition / recovery and / or determining the need to further treatment and arranging for emergency services to collect and transport patient.</li> <li>• In order to ensure public behaviors is monitored, unsafe actions identified and stopped enabling all users to enjoy the facilities safely.</li> </ul>
Where advertised	Internal / Newcastle Municipality Website
<p><b>NB : The said positions are seasonal posts that would engage successful candidates for the period of seven (7) months per year with effect from 1 September 2024 to 31 March 2025 and 1 September 2025 to 31 March 2026. The contract is strictly for the non-extendable period of 2 years.</b></p>	

Detailed CV's can be placed in the box with the Security: Rates Hall, Tower Block, 1<sup>st</sup> Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Manager : Parks, Horticulture and Cemeteries: Community Services: Ms. NHG Mavuso at 034 – 328 7600.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate: Human Resources will not accept responsibility for information not mentioned in applications.
- **Applicants are not required to submit certified copies of their educational qualifications and other relevant documents but must submit copies of supporting documents.**
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- **Applicants with criminal records or pending criminal / departmental or civil cases must disclose. Failure to disclose may lead to disqualification.**
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to a candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**

**CLOSING DATE: 12 JULY 2024**