

Ubuntu Municipality



**NOTICE NO: 02/2026**

## **EXTERNAL ADVERTISEMENT**

Ubuntu Local Municipality, with its Headquarters in Victoria West invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

### **DIRECTORATE: FINANCIAL SERVICES**

#### **1. Cashier: Richmond**

**Salary: (Task Level T 5)**

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

**DURATION OF EMPLOYMENT: PERMANENT**

### **KEY REQUIREMENTS**

- Grade 12, or equivalent
- Basic Computer skills and literacy
- 2-5 years working experience as a cashier in Local Government or Public Services
- Relevant experience on general accounting
- Good communication and interpersonal skills
- Ability to work under pressure
- Honesty ,reliability and punctual

- No criminal record and or previous financial transgressions against yourself
- A qualification in finance will be an added advantage

**KEY PERFORMANCE AREAS:**

- Daily cash receipting
- Be responsible for the bookkeeping of halls and other facilities, grave sites sales
- Daily reconciliation and total collection
- Proving information on charges and penalties
- Receipting of debtors receipts
- Prepaid electricity sales and sundry receipts on daily basis
- Register consumer deposits (including water and sundry)
- Perform tasks/activities associated with the receipt of services from the public

**For enquiries contact the Human Resource Officer Ms. Viona Tieties at 053 6210 026.**

Closing date: 08 October 2026

**General information:**

Ubuntu Municipality is committed to diversity, employment equity and the development of local communities. Preference will be given to suitable qualified candidates in line with Municipality's Employment Equity Plan.

- Please note by applying for this position, the candidate consents to verification checks of qualifications and criminal records.
- The appointment will be subjected to a rigorous evaluation process.
- The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment will be reconsidered
- Canvassing with Councilors or any other decision-maker/member of selection committee, is not permitted and proof thereof will result in disqualification of your application.
- **NB: Applicants without required documents will not be considered. Applications can be emailed to [recruitment@ubuntu.gov.za](mailto:recruitment@ubuntu.gov.za).**
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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**MR. Z MJANDANA  
ACTING MUNICIPAL MANAGER  
UBUNTU MUNICIPALITY  
PRIVATE BAG X329  
VICTORIA WEST  
7070  
TEL: 053 6210 026**

