



Department: TSHWANE METRO POLICE
DEPARTMENT
Division: Support and Administration
Section: Administration Bureau
Location: All regions

Post Title: CASHIER (10 POSTS)

Reference Code: COSA166-2025 (E)

Closing Date: 24.04.2025

This Position Seeks to Attract : All categories

Job Level: T7

Scale: R242 640,00 - R337 008,00 per annum

Estimated Remuneration Package: R340 769,00 - R4560 882,00 per annum

Job Purpose To deliver an efficient and effective cashier service to the Transgression Management Subsection

Application Requirements: Grade 12 with Mathematics or Accounting
Relevant experience in an administrative and/or cashier environment
Computer literacy
No criminal record (excluding previous convictions relating to political activities in the previous dispensation), no pending criminal cases (awaiting trial) or disciplinary cases and such a person shall allow their fingerprints to be taken (at applicant's own cost)
The applicant's name should also not appear on the register for sexual offenders
Applicants must be willing to be placed or deployed anywhere in Tshwane from time to time, as required and determined by departmental management

Personal Attributes/ Competencies: Good verbal and written communication skills; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make good, sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency; decisiveness

Primary Functions : Execute cashier support services by capturing payments on the system and performing daily cash-up
Handle public enquiries relating to AARTO and by-law notices
Execute data capturing of AARTO, Section 341 and Section 56 notices
Conduct administrative duties

Position ID(s) : S70015040; S70096327; S70096238; S70096239; S70096240; S70096241;
S70096242; S70096243; S70096244; S70096245

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