



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 - R460 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

**Enquiries :** Dorah Letshela (012 358 5676) or Marga Boucher (012 358 5698)