



## DIKGATLONG LOCAL MUNICIPALITY

Dikgatlong Local Municipality invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

**DEPARTMENT :** Finance Services  
**POST :** Senior Supply Chain Management Clerk: Stores  
**CENTRE :** Barkly West, Northern Cape  
**REFERENCE No.:** 2024/001/107/FSD

- **Total Remuneration Package:**

- R 277 401.24 P/A Excluding Benefits,

- **Term of Appointment:**

- Permanent,

- **Minimum Qualifications / Requirements:**

- The candidate should hold as a minimum, Grade 12 and National Diploma or a three year Bachelor's Degree in Accounting or Supply Chain Management;
- Minimum of Three years' working experience in a Supply Chain Management Environment.
- Minimum competency in line with Government Gazette No.37432 is an added advantage, It will be expected from the successful candidate to enrol for the Minimum Competency Level training in terms of the Municipal Regulations on Minimum Competency Levels, GN R493 of 2007.

- **Knowledge, Skills and Competencies:**

- Knowledge of GRAP, MFMA, and Treasury Regulations;
- Interpersonal and people skills;
- Good communication and problem solving skills;
- Analytical and Strategic thinker;
- Computer literacy.

- **Responsibilities:**

Although not limited to, the primary responsibilities will include:

- Effectively manage and coordinate the activities of the Municipal Stores.
- Plan, set and co-ordinate inventory minimum & maximum levels.
- Check and balance store issues with regard to allocation bins, votes, quantities, etc.
- Check and balance requisitions and orders in respect of Stores.
- Check goods receipt against orders and delivery notes as required.
- Check, verify and certify invoices for payment.
- Control issues with regards to fuel.
- Supervise monthly closing and balancing of stock lists.
- Maintain and control the asset register for the Stores.
- Supervision of staff.
- Manage asset disposal processes.
- Liaise with suppliers and manage vendor performance.
- Ensure execution of Financial Policies, Council Resolutions, etc.
- Various reporting functions.
- Perform standby duties.
- Serve on Bid Specification and Bid Evaluation Committees as and when required
- The successful candidate must ensure that goods distributed are signed for daily and properly recorded.
- Ensure supporting documents are neatly and accurately filed for audit and control purposes.
- Identify, evaluate and address risks on a continuous basis.
- Carry out various administrative tasks as required, ensuring compliance with treasury regulations, Supply Chain Management, and other related prescripts.
- Keep filing systems up to date
- And any other additional duties allocated by the immediate supervisor.

**Note:**

- Preference will be given to suitable candidates from the designated groups;
- Should you not hear from us within one month of the closing date of this advertisement, please regard your application as being unsuccessful;
- Only short-listed candidates will be contacted;
- Late applications will not be considered;
- The municipality reserves the right not to appoint anyone in the position;

**Closing date:** 12 August 2024

If you meet the stated requirements, a detailed CV, certified copies of academic qualifications, Identity Document (certified copies must not be older than 3 months) should be addressed to **Dikgatlong Local Municipality, Private Bag X5, Barkly West, 8375** or hand delivered at **33 Campbell Street, Registry Office, Dikgatlong Local Municipality, Barkly West.**

**Enquiries: Mr. L. Keskile**

HR Officer

(053) 531 6528

**Dikgatlong Local Municipality is an equal opportunity and affirmative action employer**

**Issued By: Ms B. Tsinyane**  
**Acting Municipal Manager**