



## **KGATELOPELE MUNICIPALITY**

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

### **APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION**

**Reference no: KLM 03/2025/2026**

**JOB TITLE: STORES OFFICER**

**DEPARTMENT: BUDGET AND TREASURY OFFICE**

**Salary – Total remuneration package: Task 6 (R176 666,28) per annum**

**Terms of Appointment: Permanent**

#### **Minimum Requirements:**

- Grade 12. Post matric qualification in Accounting/Logistics
- Relevant Administrative experience – actively involved in the process – 1 year
- Code B Driving Licence
- Basic knowledge of system-based inventory management system.

#### **Key Responsibilities:**

- Check the supplier documentation against physical items and verify quantity and specifications prior to acknowledging receipt or recording short delivery/ damages on the documentation
- Code stock received in accordance with control procedures and positions items in the appropriate location.
- Monitor stock levels against established safety stock levels, identify slow moving/ aged items and seek approval on changes to stock control guidelines.
- Conduct stock counting sequences, apply control procedures using specific coding/ labels to indicate counted stock and quantities.
- Receive and refer to approved transactional documentation to identify requirements, access specific items and check quantities prior to the issue.
- Collate and verify transactional documentation (requisitions, delivery notes, etc.) and forward for further processing and/or resolving of queries on pricing /discounts, etc.
- Prepare stock schedules detailing the quantity of stock on hand detailing reason for specific variances and the need for stock adjustments and forward for perusal, processing and approval.
- Update stock registers and control sheets, reflecting opening balances, movement and stock on hand.
- Update and maintain records and file transactional, instructional and procedural documentation in alpha-numeric sequence to facilitate retrieval.

**Financial interest;**

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Act of 2000 as amended or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and/ Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager  
Attention: Adv. W Blundin  
Kgatelopele Municipality  
P.O. Box 43  
DANIELSKUIL  
8405

**Or can be hand delivered at:**

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Senior Human Resource Officer: Ms. C. van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

**CLOSING DATE: 04 August 2025 at 12:00pm**