STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

STORES ASSISTANT
SUPPLY CHAIN MANAGEMENT: STORES
FINANCIAL SERVICES
REF: FS/SCM/SDM/05

Minimum requirements: Grade 12● Valid code B driver's license● Computer literate● 1-year appropriate experience

Other Requirements: Ability to read, write and calculate● Accuracy and ability to give attention to detail● Good interpersonal skills● Bilingualism and Communication skills● Must be physically fit and healthy● Good sight, hearing and speech ability and ability to perform manual operations

Responsibilities/Duties: Assist with the issuing of stock● Assist with the receiving of stock● To assist during stock count processes● Goods returned to supplier● Assist with the safeguarding of stock● Assist with informing user departments of stock to be collected● Undertake other duties, general store maintenance and cleaning● Operate and driver 10-ton Forklift and overhead crane for heavy materials (Training will be arranged)

Job related enquiries: Ms Carlynne Boraine 021 808 8625

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 / Ms. Evan Williams 021 808 8059
Ms Lisa Patience 021 808 8064

Salary: R 166 555.47- R 216 217.30 **Plus Benefits**

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of a T.A.S.K outcome

Applications, clearly marked and accompanied by an application form, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: financejobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted.

Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 19 May 2025

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.