



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**STORE ADMINISTRATOR
SUPPLY CHAIN MANAGEMENT
FINANCIAL SERVICES
REF: FS/SCM/SDM/03**

Minimum Requirements: Grade 12 • 2 years relevant experience • Computer literate in MS Office.

Other Requirements: Accuracy and ability to give attention to detail • Supervisory skills • Good interpersonal skills • Communication skills • Numerical skills • Language proficiency in at least two of the three official Western Cape languages (Afrikaans, English, Xhosa)

Responsibilities/Duties: Compile and maintain an inventory register on the financial system of all moveable stock held at the Stores • Manage the process of recording all moveable stock received and issued • Implement control measures to safe guard all moveable stock held at the Stores • Manage the process of maintaining minimum and maximum stock levels as required by the user departments for operational purposes • Ensure that regular random spot checks are done to verify actual stock quantities with quantities recorded on the Solar financial system • Assist in the management of the formal stock count process • Monitor usage patterns of stock issued to departments for operational purposes • Reconcile each store's total values recorded in the inventory registers with the relevant control account in the main ledger • Generate reports as required by Executive Management for decision making purposes • Manage the assets assigned to the Stores • Supervise subordinates in order to ensure productivity • Undertake general store maintenance and cleaning • Perform standby duties • Compilation of standby time table.

Added Advantage: A valid Code B driver's license

Job related enquiries: Ms. Carlyne Boraine 021 808 8625

General Enquiries: Ms. Lucrefia Koegelenberg 021 808 8102 or Ms. Evan Williams 021 808 8059 or Ms. Lisa Patience 021 808 8064

Salary: R 280 757,57 – R 364 478,59

Plus benefits

Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses 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: 07 October 2026



Stellenbosch Municipality is an Equal Opportunity employer. Appointments will be made in accordance with the Municipality's approved Employment Equity Plan (EE Plan) in terms of section 20 of the Employment Equity Act 55 of 1998. Candidates from the designated groups, especially those with disabilities, are encouraged to apply. Candidates are encouraged to self-identify their designated group status on the application form. 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.