



NKOMAZI MUNICIPALITY

Nkomazi Municipality is an equal and Affirmative Action Employer and observes the requirements of the Employment Equity Legislation

DEPARTMENT : **FINANCE DEPARTMENT**

POST : **2 x STORES ASSISTANT**

REMUNERATION : **TASK LEVEL 7**
Standards benefits includes
Medical Aid, Pension Fund, UIF and the 13th cheque

Purpose of the Job : You will be required to ensure that an efficient /accurate and cost effective system of managing the assets in terms of the accounting standards.

Minimum Requirements : Matric certificate with commerce.

Key Responsibilities:

- Receive all goods procured in the warehouse
- Issue/Distribute goods requested by various departments
- Assist the store officer during stock taking
- Capture all requisitions submitted and process journals to debit the different departments
- Identify stock levels and report to the stores officer
- Balances the ledger for all different stock items monthly.
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Knowledge and Skills: Good interpersonal, written and verbal communication skills, computer literacy on Microsoft Office.

CLOSING DATE : **19 April 2018**

Application and CVs to be directed to: Acting Director, Corporate Services
Private Bag X101
MALELANE
1320
Tel no. 013-790-0245

Note: if there has been no response within three weeks after the closing date, the applicant must accept that his/her application has been unsuccessful.

Civic Centre
Private Bag X101
MALELANE
1320

M D NGWENYA
MUNICIPAL MANAGER