



INTERNAL/EXTERNAL ADVERTISEMENT

DEPARTMENT: FINANCIAL SERVICES

Applicants are hereby invited from suitably qualified and experienced persons for the following vacant permanent positions:

POST: STORES CONTROLLER

- **GRAAFF-REINET X1**

SALARY TK: 7

SALARY SCALE: R216 372 – R280 824

QUALIFICATION AND EXPERIENCE REQUIRED

- Stores and Inventory Diploma-NQF LEVEL 6
- Computer Literacy (MS Office applications)
- 18 months experience.
- **Clean criminal record (proof must accompany application)**

CORE RESPONSIBILITIES

STORES FUNCTIONS

STOCK CONTROL

Implements specific activities/ tasks associated with the receipting, storage and utilization of items/ materials to/ from the Stores by:

- Checking the supplier documentation against physical items and verifying quantity and specifications prior to acknowledging receipt or recording short delivery/ damages on the documentation.
- Coding stock received in accordance with control procedures and positioning items in the appropriate location.
- Attending to the rotation of stock based on 'first in –first out principles' and positioning items taking into consideration "shelf life span".
- Monitoring stock levels against established safety stock levels, identifying with slow moving/ aged items and seeking approval on changes to stock control guidelines.
- Conducting stock counting sequences, applying control procedures using specific coding/ labels to indicated counted stock and quantities.
- Receiving and referring to approved transactional documentation to identify with requirements, accessing specific items and checks quantities prior to issue.
- Receiving instructions on the disposal of damaged/ excess stock and attending to the removal or return of such items.
- Participating in stock taking processes in conjunction with the Financial Audit Team, making available information, schedules and/ or identifying stock positions, products and items for counting and verification.

INFORMATION RECORDING/ UPDATE

Processes transactional information on specific computerized applications and completes forms, schedules and documents by:

- Collating, checking and verifying information recorded on transactional documents, forms and schedules prior to commencing with updating sequences.
- Capturing information associated with delivery time, materials and requisitions, etc.
- Entering details of inbound material/ goods (quantity, date, etc.) against product codes and preparing supporting documentation (e.g. goods received note) to validate receipt.

- Updating records and registers and completing orders inserting relevant details and, submitting for approval.
- Checking obsolete stock in terms of prescribed procedures and disposing upon approval.
- Inserting documentation, correspondence, forms, etc in alpha/ numerical or chronological sequence into appropriate files, accessing relevant information upon request or support query resolution and/ or deleting or removing old/ obsolete records from the respective files.

SUPERVISION AND CONTROL

Coordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline by:

- Planning, implementing and controlling the daily work/ actions of staff.
- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel.
- Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.

STORES CONTROL

MONITORING & CONTROLS

Monitors and reports to the immediate supervisor on specific aspects associated with performance and risk and provides generalist support by:

- Assessing and addressing inadequacies in access/ egress controls at the Stores, alerting the supervisor to critical/ high risk issues outside the scope of laid down guidelines.
- Adhering to prescribed safety and security measures with special reference to hazardous materials e.g. fuels, oil, etc.

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two (2) months which must reach the Senior Human Resources Officer, (Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: recruitment@bnlm.gov.za not later than, **Monday, 5 October 2026**. Late, applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six (6) weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six (6) weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the vacancy.

DR E.M. RANKWANA
MUNICIPAL MANAGER

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REFERENCE NO. 133/2026