



INTERNAL ADVERTISEMENT
DEPARTMENT: FINANCIAL SERVICES

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

POST: STORES CLERK

- **GRAAFF-REINET X1**

SALARY TK: 5

SALARY SCALE: R152 400 – R196 800

QUALIFICATION AND EXPERIENCE REQUIRED

- Appropriate level of Secondary Education- NQF Level 5
- 6 months experience.
- **Clean criminal record (proof must accompany application)**

CORE RESPONSIBILITIES

STORES CLERICAL FUNCTIONS

INFORMATION PROCESSING

Attends to the preparation of documentation and processing of information by:

- Receiving and collating transactional documentation (invoice/ delivery notes, payment authorization certificates) and forwarding to the Stores Controller for further processing.
- Checking and verifying information and payment details, executing specific procedural applications in respect of part payments and forwarding of orders for payment.
- Updating system records, referring to and inserting details from Transactional documents (Order copy).
- Maintaining records and details in stores registers and checking the status of the documentation submitted for approval with the relevant Section/ Department upon expiry of the specified time frames.
- Verifying details of information on approved documentation, updating changes on system records and schedules and forwarding for processing.

STOCK CONTROL PROCEDURES

Performs specific receiving, issuing and recording applications with respect to general printing consumable stock items and assets by:

- Preparing transactional documentation (requisition order), inserting and completing details of requirements, forwarding for approval prior to communicating and confirming delivery of order with pre-selected vendors/ service providers.
- Receiving items, checking quantities against details recorded on delivery documentation.
- Interacting with suppliers and/ or service providers on the status of specific orders and/ or seeking approval from the immediate superior on alternative measures to avoid depletion of stock.
- Extracting and forwarding system reports describing utilization/ movement of stock items to the Stores Controller for approval.
- Labelling new assets in their specific location with bar coded identification tags.

ADMINISTRATIVE & COMMUNICATION

GENERAL INFORMATION, RECORDS AND RECORDKEEPING

Maintains records and attends to specific information requirements by:

- Updating files (committed orders, tenders), inserting documentation in chronological or alpha-numeric sequence and/ or attending to procedural requirements in respect of archiving obsolete records.
- Attending to queries from internal departments or suppliers, accessing and communicating relevant information requirements related to payments or documentation details.

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, 14 September 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. 132/2026