



UMASIPALA **MTHONJANENI** MUNICIPALITY  
MUNISIPALITEIT

Applications are invited from suitable qualified persons for the following position:

**STORES CONTROLLER**

**SALARY NOTCH T6: R 132 243.60– R 171 667.56 per annum plus normal benefits**

**ESSENTIAL REQUIREMENTS:**

- Grade 12
- 2-year experience in stores/manufacturing environment-receiving/dispatching
- Driver's license
- Basic computer literacy
- Basic Numeracy for stock take
- Microsoft -outlook and excel

**KEY PERFORMANCE AREAS:**

- Receiving and checking of stock
- Practice FIFO
- Informing relevant staff of deliveries
- Arranging of items for supplier evaluation (electroplating & machine repairs)
- Check stock levels-if required
- Check requisition – if required
- Follow up on orders
- First aid box stock take
- Stationery-stock take, pack away
- Stock takes -monthly and some daily
- Tie up supplier invoices
- Engrave hand tools, Maintain registers for tools, PEE etc
- Assist on projects
- Assist adhoc store's function

Further information can be obtained from the Human Resources Officer on Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835, or hand delivered at 41 Symmonds, Melmoth 3835.

  
**MR. Z.S. MTHETHWA**  
**MUNICIPAL MANAGER**

Should you not be contacted within a period of thirty days after the closing date, your application should be deemed as unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.

**No emailed or faxed applications will be accepted.**  
**CLOSING DATE: 17 June 2022**