SETSOTO LOCAL MUNICIPALITY

Setsoto Municipality, with its Offices at Ficksburg, Free State, is an equal opportunity, affirmative action employer with clear employment equity targets. Qualified person, women and people with disability with the skills and expertise to discharge the duties of the under-mentioned positions are invited to apply.

DIRECTORATE: BUDGET AND TREASURY
DIVISION: SUPPLY CHAIN MANAGEMENT
DESIGNATION: DISPATCH CLERK
SALARY: R 111 778.91 per annum (salary scale level 9)

REQUIREMENTS Grade 12 in commerce subjects. Candidate must at least have a strictly 2 years experience in store environment, good communication skills writing and verbal, Strong organisational and problem solving skills. Ability to work well under pressure and to keep confidential matters. Must be able to count, Computer literacy and Accounting Skills.

DUTIES Responsible for Stores Mangement, assist in stock count and dispatching of Stock/ inventory. Reconciling of Stock and correct dispatching and receiving of stock. Ensure effective dispatch of product to respective branches. Verifying each dispatched goods for type, quality and quantity. Ensuring maintenance and filing of updated dispatch data lists and reports. Ensuring clearance of the Dispatch Area at the close of each day.

ENQUIRIES Human Resource Manager (Me. B L Monare), tel (051) 933 9300/9364

NOTE Applications must be accompanied by a recently updated Curriculum Vitae, as well as certified copies of all qualifications and Identity Document. Failure to submit requested documents will result in your application not being considered. Applicants who do not receive feedback within two months from the closing date must accept that their application were unsuccessful. Short-listed candidates will be subjected to reference checks, vetting and signing of indemnity forms. A candidate who canvasses for preference will be disqualified. Applications received after closing date will not be considerd.

Please send applications to the Municipal Manager, Setsoto Municipality, P O Box 116, Ficksburg 9730. Faxed or e-mailed applications will be automatically disqualified.

Closing date **31 July 2014. Before the end of business day (16h30)**

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S.T.R.RAMAKARANE
MUNICIPAL MANAGER