

INXUBA YETHEMBA MUNICIPALITY



INTERNAL ADVERTISEMENT

Inxuba Yethemba Municipality is a Category B Municipality in the Chris Hani District covering the towns of Cradock and Middelburg (EC). Inxuba Yethemba Municipality is an equal opportunity employer and subscribes to the principles of employment equity as espoused in the relevant legislation.

NOTICE: 74/2024

POST : **STORE ATTENDANT (Cradock Unit)**
TASK GRADE : **T04**
SALARY SCALE : **R116 028.00 – R146 316.00 p.a**

REQUIREMENTS

•Grade 9 •1 Computer literacy •1 year relevant experience •Ability to work accurately with figures

RESPONSIBILITIES (BUT NOT LIMITED TO):

• Receiving and counting arriving store items/stock • Comparing what is on the purchase order versus what is brought in by supplier • monthly reconciling of store items •Packing and Cleaning the store items• Preparing for end year stock count • Assisting the supervisor with auditors •Any other relevant task requested by senior officials

For general enquiries contact Human Resource Office Ms. T Mgweba; tmgweba@iym.gov.za on telephone no: 048 8015024/5116. Application in the relevant Municipal Form obtainable from the Municipal website (www.iym.gov.za). Accompanied by a detailed CV and certified copies of qualifications marked **APPLICATION**: must be directed to: **The Municipal Manager, Inxuba Yethemba Municipality, PO Box 24, Cradock 5880**, Completed applications together with a detailed CV and Certified copies of the relevant documentation must be handed in to the **Cradock Municipal Registry Office** to Ms. Z Nana **or** Ms. E Fillis **Middelburg Municipal Office**.

CLOSING DATE : **FRIDAY, 12 APRIL 2024**



MR M.W. MBEBE
MUNICIPAL MANAGER