



MOHOKARE
LOCAL MUNICIPALITY

P. O. Box 20, Zastron, 9950

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www.mohokare.gov.za

Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

INTERNAL /EXTERNAL ADVERT – (PERMANENT)

Ref No.: DAO/Finance/09/2025

Position: Demand Acquisition Officer: Finance Department

Remuneration: R 287 952.00 per annum

Station: Zastron

Closing Date: 26 September 2025

Minimum requirements & Experience: A relevant 3 year Tertiary qualification, preferably in SCM / Logistics / Procurement; and • Computer literacy: MS Office.1-3 years relevant experience

Key Competencies: Thorough knowledge of Local Government Accounting and Standards. Sound Public Finance Management knowledge (PFMA, GAAP, GRAP, Treasury Regulations). Strong conceptual and analytical skills. Attention to detail. Performance monitoring. Ability to work under pressure.

Key performance Areas: Responsible for the procurement and management of receiving and dispatching goods. Expedites orders to ensure goods and services are delivered by service providers in accordance with specified time frames. Assist the SCM Accountant with Administrative tasks pertaining to the bidding process in order to ensure awarding of tenders. Prepare documents for advertising by faxing and emailing to the relevant departments to ensure adverts are advertised correctly on the correct day. Assist with reconciliation of requisition books and orders to ensure proper control over procurements. Responsible also for the monitoring of delivery of assets.

For enquiries contact the Human Resources division on 063 385 6263. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 6 months) of qualifications and identity document must be submitted for the attention of:

Director Corporate Services

LG Ceba

Mohokare Local Municipality

P.O. Box 20

Zastron

9950

Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position

A handwritten signature in black ink, appearing to read 'MS Mohale', is positioned above a horizontal line.

Mr. MS Mohale
Acting Municipal Manager