



MOHOKARE
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950
Tel: 051 673 9600
Fax: 051 673 1550
E-mail: info@mohokare.gov.za
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 ADVERT

DEMAND AND ACQUISITION OFFICER

REMUNERATION: R225 732.00 Per Annum

QUALIFICATIONS AND REQUIREMENTS:

Have a 3-year National Diploma in Cost and Management Accounting or an equivalent related qualification. Have a valid driver's license. Must have at least 4 years working experience in the Finance department specializing in office Admin, supply chain and clerical duties.

ROLES AND RESPONSIBILITIES:

- 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.



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CLOSING DATE: 10th September 2021 @ 16H30

For enquiries contact the Human Resources division on 051- 6739600. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager

Mohokare Local Municipality
P.O. Box 20
Zastron
9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. 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.



Mr. Selby Selepe
Municipal Manager

MOHOKARE
Local Municipality
02 -09- 2021
Corporate Services