



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
NOTICE NUMBER 116 /2025

STOREMAN

DEPARTMENT: FINANCIAL AND COMPLIANCE SERVICES

DIVISION: FINANCIAL SERVICES

SECTION: SUPPLY CHAIN MANAGEMENT

PERMANENT

SALARY SCALE: Post Level T6: R162 855, 96 – R211 406,04 per annum

Additional Benefits: Medical aid (optional), Pension, 13th cheque

REQUIREMENTS

- Grade 12
- Code EB/B Driver's License
- 2 – 5 Years of relevant experience in a similar environment
- Must be able to communicate in at least two of the official languages of the Western Cape
- Numerical
- Computer literate (Excel Basic) - Evidence must be provided.

SPECIAL CONDITIONS ATTACHED TO THE POSITION:

- Must be willing to perform duties after hours
- Must be able to read and interpret data, information and documents
- Perform highly detailed work on multiple tasks with rapidly changing priorities
- Must have good numerical skills and a good knowledge of procurement principles
- Must have good interpersonal skills
- Must be able to meet deadlines and work under pressure
- Must be able to keep the department tidy.

DUTIES

- To ensure that procurement processes are followed according to internal procurement process guidelines
- To ensure that all processes can be followed according to prescribed procedures
- To ensure that all processes related to the submission of requisitions, purchase and distribution of stock items are carried out according to departmental guidelines.
- That stock control is done to maintain a system of internal control and to ensure that the Council does not suffer any financial losses.
- To ensure that customer and client services are done to maintain an effective system of communication between the stores department, suppliers and user department.
- Quarterly Stock Survey and Annual Stock Survey.

The Competencies level for this position is An Administrative level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> • Written Communication • Oral Communication • Attention to Detail • Influence • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising 	<ul style="list-style-type: none"> • Business Processes • Use of Technology • Data Processing and Analysis 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus 	<ul style="list-style-type: none"> • Action Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Direction Setting • Client Orientation and Customer Focus

ENQUIRIES: NOELINE GOUWS (ngouws@laingsburg.gov.za)

CLOSING DATE: 10 OCTOBER 2025

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences. Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documents will be returned. No copies of certified copies will be accepted. NO EMAILED or FAXED applications will be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Submit your application on the Laingsburg Municipal application form (available at the office/municipal website) clearly stating for which post you apply for together with detailed CV and certified copies of qualification for the attention of Human Resources Manager, Private Bag X4, Laingsburg, 6200 or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**

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JAFTA BOOYSEN
MUNICIPAL MANAGER

15 SEPTEMBER 2025

Municipal Offices
Private Bag X4
LAINGSBURG
Tel: 072 889 6645