



AGANANG LOCAL MUNICIPALITY

PO Box 990
Juno
0748

Tel: 015 295 1400
Fax: 015 295 1401/ 1447
E-Mail: admin@aganang.gov.za
Website: www.aganang.gov.za

External & Internal Advertisement of Posts

Aganang Local Municipality Invites suitably qualified individuals to apply for the following advertised positions.

1. Procurement Officer: (Logistic & Disposal): Permanent

Salary : R185 639.76 per annum (Excluding Benefits)

Requirements: Matric/ Grade 12 plus National Diploma/ Degree in Logistics or Supply Chain Management, Management Accounting, Cost Accounting or in Public Finance and Accounting. Minimum of 1-2 years relevant work experience. Good interpersonal skill. Knowledge and understanding of Batho-Pele principles. Problem solving skills. Good communication skills.

Competencies: Knowledge of Microsoft Office systems (word, excel and PowerPoint).

Key performance area: Receive stock, Record all stock items received, record all items requested by departments, responsible for stock count, manage inventory issues and purchases, Disposal of obsolete inventory items Manage all purchased request from other departments.

2. Cashier: permanent

Salary: R 94 477. 92 per annum (Excluding Benefits)

Requirements: National Certificate in Accounting or Finance Management /Matric with Accounting as passed subjects, Computer literacy

Key Performance Area: Receipting of cash into the cash drawer system. Handling of cash. Daily balancing/reconciliation of cash collected. Daily banking of cash collected. Prepare cash book daily and monthly. Handle customer's queries. Safe handling of banking register,

*Applications must be submitted on the official application form for Municipal Employees that can be downloaded from the website: www.aganang.gov.za and is also available at the Municipal Offices (Registry section) as well as Ward Offices. That must be accompanied by a detailed curriculum vitae with certified copies of qualifications and ID (of not older than 3 months) to The Municipal Manager, Aganang Local municipality, PO Box 990, Juno, 0748 or hand-deliver application at Aganang Municipal Offices (Gilead road & Cnr Nobel Road), Strictly at Registry Office. **Due to the national strike of post offices which affected the country the municipality therefore provides a courtesy to interested candidates to email their applications to admin@aganang.gov.za and alternatively, strictly fax to 0862630835 late applications will NOT be accepted. Closing Date: 25 November 2014.** Enquiry: Manamela PI. Contact details: 015 295 1426.*

NB: Aganang Local Municipality reserves the right not to appoint the advertised posts. It is an equal opportunity affirmative action employer with clear employment equity targets. Women and People with Disability are encouraged to apply.

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