



DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

STORES CLERK: LOGISTICS SERVICES

*Salary Range: An all-inclusive remuneration R 202 233 – R 235 611 (Level 05)
AMATHOLE DISTRICT (East London) - Ref: DSRAC 28/06/2023*

MINIMUM REQUIREMENTS: National Senior Certificate with no work experience. A National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or relevant qualifications will be an added advantage. Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of National / Provincial Treasury Guidelines, Public Finance Management Act, Departmental Circulars and Supply Chain Management Practice Notes. Knowledge and understanding of Supply Chain Management Framework Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving licence will be an added advantage.

DUTIES: Ensure the smooth, efficient, and effective flow of documents (receive and distribute) between the office of Supply Chain Management, the department and other units, external role players. Receive and distribute post and documents. Record documents in the required databases/registers. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the SCM / Logistics unit. Render assistance with logistical arrangements.

People with disabilities who meet the requirements will be given preference.

ENQ. B. MBANGATHA – 043 492 1838 / 1839 – AMATHOLE DISTRICT (East London)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za