



a world class African city

@CityofJoburgZA 
 @CityofJohannesburg 
 CityofJoburg 

OPERATIONS MANAGER: STORES

DEPARTMENT:	Group Finance
BRANCH:	Group Strategic Supply Chain Management (GSSCM)
DESIGNATION:	Operations Manager: Stores
REMUNERATION:	R33 371,75 pm (basic salary, excluding benefits)
LOCATION:	6 th Floor, SAPPI Building, Braamfontein

Minimum Requirements:

- Grade 12 plus a 3-year National Diploma in Logistics/Warehousing/Inventory Management/Financial Management (NQF level 6);
- 3 – 5 years of experience in Logistics, Inventory/Warehousing Management, or Procurement in the National, Provincial, or Local Government environment.

Primary Function:

Manage, control and administer the daily operation of Group Strategic Supply Chain Management Stores within the City of Johannesburg.

Key Performance Areas:

- Manage all operational activities relating to inventory management and control within GSSCM Stores;
- Financial management and administration;
- Stock audits;
- Liaison and communication with stakeholders to communicate any suggestions, feedback, or problems;
- Liaise with all relevant stakeholders in the City regarding inventory management within GSSCM Stores.
- Manage staff in such a way that human resources are used to full capacity;

Leading Competencies:

- Communication and people management skills;
- Business negotiation and dispute resolution skills;
- Attention to detail;
- Data gathering and interpretation skills;
- Computer literacy including MS Office Applications;
- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Knowledge of MFMA, and Regulations;
- PPPFA, and Regulations;



a world class African city

@CityofJoburgZA 
@CityofJohannesburg 
CityofJoburg 

- Knowledge of SCM Policy and Procedures and SAP System (SAP R/3-Inventory Management System);
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1eK5NZJf4QFCKbqzrSovGegew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Mmaphuti Dikgomo
Tel No: 011 021 2570

CLOSING DATE: THURSDAY, 24 APRIL 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation