

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: EMERGENCY SERVICES

Division: N/A

Section: Management and Administrative Support

Subsection: Infrastructure and Asset Management

Location: Tshwane regions

Re-advertisement

Reference number EMSS181-2026

Position INVENTORY CONTROL OFFICER (2 POSTS)

To be advertised	Internal	External
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This position seeks to attract	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	All categories

Job level T11

Scale R400 944,00 – R556 836,00 per annum

Estimated remuneration package R543 294,00 – R741 715,00 per annum

Job purpose To be responsible for controlling, receiving, safeguarding, storing, issuing and distributing emergency services store and inventory products, tools and materials for operational use when needed

Appointment requirements

Grade 12
A certificate, diploma or higher qualification in Property Asset Management, Finance, Property Valuation or Supply Chain Management may be an added advantage
At least two years' relevant experience in property asset management, finance, property valuation or supply chain management
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy in Microsoft Office
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

Personal attributes and/or competencies Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail

Primary function

Receive and safely store inventory stock, including products, tools and materials
Adhere to applicable asset management standards in accordance with corporate and departmental policies and procedures
Accurately and effectively issue depot inventory item transactions in the department
Assist in controlling and maintaining an accurate electronic inventory stock availability database, reports and receiving and issuing records
Advise the functional head on issues regarding available stock, including needs, shortages, quality and condition of stock items
Identify inventory items for maintenance, repair and disposal purposes

New/natural attrition	Natural attrition
Enquiries	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)