

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO: 07/2026

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION:

STORES CLERK – ROADS SECTION X1 (1X STEYNSBURG)

REMUNERATION

A monthly salary of **R13 351.36** will be offered.

Fixed term contract based on the remainder of the 3 (three) year Service Level Agreement (SLA) between the Eastern Cape Department of Transport (ECDOT) and the Joe Gqabi District Municipality (JGDM), ending 31 on March 2028.

FRINGE BENEFITS

Fringe Benefits include UIF and Group Life Scheme.

REQUIREMENTS

- Grade 12 or relevant equivalent qualification.
- Ability to accurately carry out basic arithmetic for stock control purposes.
- Ability to communicate in English and/or Afrikaans and Xhosa.
- Ability to work independently with minimum assistance from immediate supervisor.
- Must be Self-motivated.
- Must be willing to work overtime as and when required both planned and unplanned.
- A minimum of one (1) year relevant experience.

CORE RESPONSIBILITIES

- Receiving stock from suppliers, and supervising the offloading items and monitoring adherence to safety measures.
- Loading all hand tools, protective clothing, and temporary road traffic signage required for

- the execution of roads construction and maintenance activities onto vehicles.
- Receiving bulk fuel ordered from the supplier and signing the documentation.
 - Allocating bar code numbers to stock items and marking stock and equipment belonging to the Council.
 - Acknowledging receipt of stock by signing the printouts detailing those received and noting outstanding balances, if any, and informing the immediate superior
 - Any other duties delegated by Management as outlined in the job description linked to this position.

Kindly submit a detailed CV together with a prescribed application form and copies of relevant certified certificates and documents to the attention of the manager Human Resources or alternatively electronically apply via email on recruitment@jgdm.gov.za. **No faxed or late applications will be accepted.** Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

Please note that non-completion of the official Joe Gqabi District Municipality "Application for Employment" Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.

"The Joe Gqabi District Municipality is committed to the principles of employment equity and to fostering an inclusive working environment that welcomes all suitably qualified applicants. Preference will be given to candidates from designated groups, including women, black people (Africans, Colored's, and Indians), persons living with disabilities, and members of communities within the Joe Gqabi District, in accordance with the Employment Equity Act."

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS

M.P Nonjola
Municipal Manager
Cnr. Cole and Graham Street
Private Bag X102
Barkly East
9786



22/01/2026

ENQUIRIES: THEMBISA TOTO

Tel No: (045) 979 3039

File No: 4/6/3/8

CLOSING DATE: 13 FEBRUARY 2026