

UNIVERSITY OF SOUTH AFRICA

REGISTRAR:
Western Cape Region
FIXED TERM CONTRACT:
(01 January 2020- 31 March 2020)
(01 February 2020 – 30 April 2020)

Counter Assistants x4

(Ref Over the Counter Assistant P13/kes/10/2019)

NOTE WELL:

All students who were employed in the last in-take which **expired in September 2019** are not eligible to apply. Unisa provides equal opportunities for the development of skills.

ROLE AND THE PURPOSE OF THE JOB

The purpose of this post is to provide Over the Counter support with the picking, packing, and shipping of parcels in the Counter Warehouse, so that students that choose Counter as an option during registration, may receive their study material. administration of the support services and to enhance the support services in the region.

Requirement

- Grade 12
- Registered Unisa students

Skills, Knowledge and Abilities

- Good knowledge of supply chain processes in general and warehouse operation
- Good knowledge of MS Excel in order to execute daily tasks
- MS Office packages
- Good problem-solving, analytical skills and planning skills
- Good written and verbal communication skills
- Ability to function in a team as well as independently. Be able to work under pressure and handle deadlines.
- Be accurate and be able to concentrate for extended periods and diligently
- Be prepared to learn and embrace new processes and systems

Duties

- Picking, packing and Shipping of already packed study parcels
- Removal of study material not collected within three days, unless arrangements have been made by the student regarding the parcel to be collected.
- Recording of study material that has been collected by the students , in order to keep track of what has been collected, by who and how many.
- Assisting in other Warehouse operations as and when required, with training provided prior (i.e. picking, packing shipping of individual items from the main Warehouse into parcels.
- Occupational Health and Safety

Salary: Remuneration is commensurate with the seniority of the position
Closing date: 22 November 2019

Enquiries: 021 936 4163 (HR)

- The completed prescribed application form(HR-CA 001) must be accompanied BY **COMPREHENSIVE CURRICULUM VITAE**, and **ORIGINAL** certified copies (within the previous six months) of;
 - all educational qualifications,
 - identity document; and
 - proof of SAQA verification of foreign qualifications (if applicable)
- Vacancies can be viewed on <http://www.unisa.ac.za/vacancies>.
- Late, incomplete and incorrect applications will not be considered. Applications not on the prescribed form will not be considered.
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided one of which must be from your present employer. Should you not be employed a contactable reference from your previous employer must be provided.
- UNISA is not obliged to fill an advertised position.
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

We welcome applications from Persons with Disabilities



- Applications on the prescribed forms are invited and should be posted to Unisa, Attention Ms K Sauls, Private Bag X16, Parow, 7499 on or before the closing date. Hand delivered application forms can be delivered to the HR department 1st floor, Admin Building, Unisa, Cape Town Campus, Parow.
- If you apply for more than one position each application must be in a separate envelope.

All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months of the closing date of this advertisement, please accept that your application was not successful.