

UNIVERSITY OF SOUTH AFRICA

<u>DEPARTMENT:</u>	DESPATCH : KWA ZULU-NATAL REGION
<u>DIRECTORATE:</u>	STUDY MATERIAL, PRODUCTION & DELIVERY
<u>POSITION:</u>	OVER-THE-COUNTER ASSISTANT (P13) Durban x 6 Pietermaritzburg x 2 Richards Bay x 2 Newcastle x 2
<u>THREE MONTHS FIXED TERM CONTRACT</u>	
<u>REFERENCE:</u>	(Ref: Despatch/DBN/OTCASST/P13/2026).....DURBAN (Ref: Despatch/PMB/OTCASST/P13/2026).....PMBURG (Ref: Despatch/NC/OTCASST/P13/2026).....NEWCASTLE (Ref: Despatch/RB/OTCASST/P13/2026).....RICHARDS BAY

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.

Requirements

- Matric / Grade 12 certificate
- Must currently be a registered Unisa student.

Skills, abilities and knowledge

- MS Office packages (particularly Excel)
- Good problem-solving, analytical skills, and planning skills.
- Good written and verbal communication skills.
- The ability to function in a team as well as independently.
- Be able to work under pressure and handle deadlines.
- Must be accurate and be able to concentrate for extended periods.
- Must be prepared to learn and embrace new processes and systems (tools).
- Be able to work over-time where necessary

Recommendations:

- Must have good knowledge of supply chain processes in general and warehouse operation.
- Completion of at least **10 modules**.

Duties

- Picking, packing, and shipping of already packed study parcels
- Removal of study material not collected within three (3) 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 whom, 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).
- Ensuring Occupational Health and Safety.

Assumption of duty: As soon as possible
Salary: Remuneration is commensurate with the seniority of the position
Closing date: **07 November 2025**
Enquiries: (031) 335 8153 Ms L Tissing (Human Resources)

Applications must be emailed to hr-kzn@unisa.ac.za

- The prescribed **FIXED-TERM APPLICATION FORM** must be **FULLY** completed, and be accompanied by a **COMPREHENSIVE CURRICULUM VITAE** and **CERTIFIED** copies (within the previous six months) of;
 - Matric/Grade 12 certificate
 - Academic record
 - 2025 Proof of registration **OR** Timetable of the qualification that you are currently registered for with UNISA
 - Identity document
- 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
- The detailed advertisement together with the prescribed application form can be found on the Unisa website: (<http://www.unisa.ac.za/vacancies>) - **Application for Fixed term contract HR-CA001**
- UNISA is not obliged to fill an advertised position.
- Late, incomplete, and incorrect application forms and reference numbers will not be considered.
- *Appointments will be made in accordance with Unisa's Employment Equity Plan.*

We encourage applications from Persons with Disabilities

Applications must indicate the name of the relevant regional centre of interest, the position applied for, and the reference number of the position.

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 after the closing date of this advertisement, please accept that your application was not successful.