

## UNIVERSITY OF SOUTH AFRICA

**REGISTRAR:**  
**Western Cape Region**  
**Position: OVER THE COUNTER ASSISTANT (P13) (FIXED TERM CONTRACT):**

**Over the Counter Assistants X1**  
**Fixed-term Contract period: 3 months**

*(Ref Counter Assistant P13/kes/2024)*

### Role and 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

- Matric/Grade 12 with the incumbent currently a registered Unisa student when the post went to advert.

### Recommendation

- **Completed at least (10) modules** (Attached academic record and proof of registration/Timetable.)

### Abilities, Skills and Knowledge

- 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
- MS Office packages (particularly Excel)
- Good problem-solving, analytical skills and planning skills.
- Good written and verbal communication skills.

### 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.
- Ensuring Occupational Health and Safety

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the seniority of the position

Closing date: 27 September 2024

**Enquiries:** 021 936 4163 (HR)

Applications can be emailed to [westerncapeHR@unisa.ac.za](mailto:westerncapeHR@unisa.ac.za)

- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE, Driver's License and ORIGINAL certified copies (within the previous six months) of;**
  - 2024 First semester proof of registration
  - Academic record/Timeable of the qualification that you are currently registered for with UNISA,
  - Grade 12 / Matric certificate,
  - and 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>)
- UNISA is not obliged to fill an advertised position.
- Late, incomplete and/or incorrect application form and reference number will not be considered.
- *Appointments will be made in accordance with Unisa's Employment Equity Plan.*

We welcome applications from Persons with Disabilities



- **Applications must be submitted via email, clearly indicate the position and relevant position number of the post applied for.**

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