

UNIVERSITY OF SOUTH AFRICA

<u>DEPARTMENT:</u>	DESPATCH – KZN REGION
<u>DIRECTORATE:</u>	KWAZULU NATAL REGION
<u>POSITION:</u>	OVER-THE-COUNTER ASSISTANTS (Durban x 6 & Pietermaritzburg x 2)
	THREE MONTHS FIXED TERM CONTRACT
<u>REFERENCE:</u>	(Ref: Despatch/OTCASST/P13/JUN24/NN/.....DURBAN) (Ref: Despatch/OTCASST/P13/JUN24/NN/.....PIETERMARITZBURG)

- All Fixed Term employees who were employed previously by Unisa are not eligible to apply. Unisa provides equal opportunities for the development of skills.
- Applicants must **provide proof of registration showing that they are currently registered at Unisa.**

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
- Completion of at least ten (10) modules, and currently as a registered student.

Skills

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

Abilities

- 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

Duties

- 1. Picking, packing, and shipping of already packed study parcels**
- 2. Removal of study material not collected within three (3) days, unless arrangements have been made by the student regarding the parcel to be collected.**
- 3. Recording of study material that has been collected by the students, to keep track of what has been collected, by who, and how many**

4. Assisting in other Warehouse operations as and when required, with prior training provided (i.e. Picking, packing shipping of individual items from the main Warehouse into parcels)

5. Occupational Health and Safety

Assumption of duty: As soon as possible
Salary: Remuneration is commensurate with the seniority of the position
Closing date: 21 June 2024

Enquiries: (031) 335 8135 Ms NM Ngonyama (Human Resources)

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

- The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;
 - all educational qualifications
 - Proof of registration: 2024 First Semester or 2024 annual modules
 - Academic record
 - identity document; and
 - proof of SAQA verification of foreign qualifications (if applicable)
- 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 (if applicable)
- The prescribed application form is obtainable from:
[http://www.unisa.ac.za/vacancies/Apply for Fixed term contract HR-CA001](http://www.unisa.ac.za/vacancies/Apply%20for%20Fixed%20term%20contract%20HR-CA001)
- UNISA is not obliged to fill an advertised position.
- Late, incomplete, and incorrect applications will not be considered.
- *Appointments will be made in accordance with Unisa's Employment Equity Plan.*

We welcome applications from Persons with Disabilities

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.