

# UNIVERSITY OF SOUTH AFRICA

**DEPARTMENT: DESPATCH**  
**DIRECTORATE: STUDY MATERIAL, PRODUCTION & DELIVERY**  
**POSITION: OVER-THE-COUNTER ASSISTANT (FIXED-TERM CONTRACT) - POST-GRADE 13**

## **EASTERN CAPE REGION**

East London counter x 2 (Ref/EL10/SMPD)  
Gqeberha counter x 2 (Ref/PE11/SMPD)  
Mthatha counter x 2 (Ref/MT12/SMPD)

## **KZN REGION**

Durban counter x 5 (Ref/Durb02/SMPD)  
Pietermaritzburg counter x 2 (Ref/Ptb03/SMPD)

## **GAUTENG REGION**

Ekurhuleni counter x1 (Ref/Ekl09/SMPD)

**Fixed-term Contract period: 3 months**

### **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 must currently be a registered Unisa student (Attach 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 (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:**

**31 May 2023**

Applications must be forwarded to the following Electronic Mail Addresses as per the area of preference:

**EASTERN CAPE REGION**

- [hr-easterncape@unisa.ac.za](mailto:hr-easterncape@unisa.ac.za) (Enquiries: Mr T Kgaswane – (043 709 0435))

**KZN REGION**

- [hr-kzn@unisa.ac.za](mailto:hr-kzn@unisa.ac.za) (Enquiries: Ms N Ngonyama – (031 335 8135))

**GAUTENG REGION**

- [GautengRegionHR@unisa.ac.za](mailto:GautengRegionHR@unisa.ac.za) (Enquiries: Ms L Govender – (012 441 5737))

- The completed prescribed **FIXED-TERM APPLICATION FORM** must be **FULLY** completed and be accompanied by a **COMPREHENSIVE CURRICULUM VITAE** plus **CERTIFIED** copies (within the previous three months) of;
  - 2023 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, one of which must be from your present employer. If you are currently not employed, a contactable reference from your previous employer must be provided
- The prescribed application form is obtainable from UNISA website:  
[http://www.unisa.ac.za/vacancies/FixedTerm-HR-CA\\_001.doc](http://www.unisa.ac.za/vacancies/FixedTerm-HR-CA_001.doc)
- 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 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. If you apply for more than one position, each application must be sent separately

**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.