

# UNISA is Hiring: Apply for Over-the-Counter Assistant Positions in KwaZulu-Natal

Closing Date: 18 November 2024

## Job Overview:

**Position:** Over-the-Counter Assistant (P13)

**Contract Type:** Three-month fixed-term

**Locations & Reference Codes:**

- **Durban (6 positions):** Ref: Despatch/DBN/OTCASST/P13/JUN24/NN
- **Pietermaritzburg (2 positions):** Ref: Despatch/PMB/OTCASST/P13/JUN24/NN
- **Richards Bay (2 positions):** Ref: Despatch/RB/OTCASST/P13/OCT24/NN
- **Newcastle (2 positions):** Ref: Despatch/NC/OTCASST/P13/OCT24/NN

## Purpose of the Role:

The primary purpose of this role is to support the **Counter Warehouse** by picking, packing, and shipping study material parcels to students who have opted for the Counter delivery during registration.

## Requirements:

- **Minimum Qualification:** Matric/Grade 12 certificate
- **Current Status:** Must be a registered UNISA student

## Skills, Abilities, and Knowledge:

- Proficiency in **MS Office**, particularly **Excel**
- Strong problem-solving and analytical skills
- Effective communication (written and verbal)
- Ability to work both **independently and collaboratively**
- Capable of handling pressure and meeting deadlines
- High accuracy and ability to focus for extended periods
- Willingness to learn new processes and systems
- Preparedness to work overtime when necessary

## Recommended:

- Familiarity with general supply chain processes and warehouse operations
- Completion of at least **10 UNISA modules**

## **Key Duties:**

- Pick, pack, and ship pre-packed study parcels to students
- Manage uncollected study material and remove items after three days if not picked up (unless prior arrangements have been made)
- Maintain records of collected study material for tracking purposes
- Support other warehouse operations as required, with training provided
- Uphold **Occupational Health and Safety** standards

## **How to Apply:**

Interested candidates must email their applications to [hr-kzn@unisa.ac.za](mailto:hr-kzn@unisa.ac.za) by **18 November 2024**.

## **Application Requirements:**

- Fully completed **Fixed-Term Application Form**
- Comprehensive **Curriculum Vitae**
- **Certified copies** (within six months) of:
  - Matric/Grade 12 certificate
  - Proof of 2024 registration at UNISA
  - Academic record/timetable for the current qualification
  - Identity document

**Contact for Enquiries:** Ms. NM Ngonyama at **(031) 335 8135**