



ERRATUM

Kindly note that the requirements of the supply chain management-store man post (SL5) Ref. PS 02/05/19 which is currently advertised on the College website dated 21 June 2019 has been amended.

PERMANENT COLLEGE COUNCIL POST

POST: SL5

POST DESCRIPTION: Supply Chain Management – Store man (X4 post)

CENTRE: TSHWANE SOUTH TVET COLLEGE

REF: PS 02/05/19

REQUIREMENTS: Grade 10 with 5years' or more work experience in the relevant field or Grade 12/ National Certificate (Vocational) Level 4 with 2 years' or more work experience in supply chain management or in related field. Good analytical and communication skills. Good telephone etiquette and report writing skills. Computer literacy

DUTIES: Checking the supplier documentation against physical items and verifying quantity and specifications prior to acknowledging receipt or recording short delivery/damages on the documentation. Coding stock received in accordance with control procedures and positioning items in the appropriate location. Rotation of stock based on the first in-first out (FIFO) principles and positioning items taking into consideration "shelf life span". Monitoring stock levels against established safety stock levels, identifying with slow moving/ aged items and seeking approval on changes to stock control guidelines. Conducting stock counting sequences, applying control procedure using specific coding/ labels to indicated counted stock and quantities. Receiving and referring to approved transactional documentation to identify with requirements, accessing specific items and checks quantities prior to issue.

ENQUIRIES: TR Makua; Tel no: (012) 401 5120

APPLICATIONS: Must be submitted on form Z83, (Public Service Application form), obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (certification must not be older than three (3) months and no copy of a copy will be allowed, attach academic record), ID and Curriculum Vitae.

NOTE:

Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, PRETORIA, 0001, or hand deliver to the HR Offices on Campus level or at the Tshwane South TVET College Central Office 85 Francis Baard Street Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

HEAD OFFICE

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[Handwritten signature and date: 5/7/2019]

Please take note that correspondence will only be conducted with short- listed candidates. If you are not contacted within three (3) months after the closing date, please consider your application unsuccessful.

Candidates who previously applied are not required to re-apply their applications will be considered.

ATTENTION: Human Resource Unit

The closing date has also been extended to the: 12th July 2019.

A handwritten signature in blue ink, which appears to be 'D. Smith', is written over the date '5/7/2019'. The date is also written in blue ink and is positioned below the signature.