

Address of Registered Office:

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Website : www.ntinga.org.za

External Advertisement: Ref No: HRM/09/2020

Ntinga O.R. Tambo Development Agency SOC Ltd, an Entity of O.R. Tambo District Municipality, is looking for suitably qualified and experienced candidates to fill the following positions:

1. TRUCK DRIVER X1

Salary Scale- Grade B1 Paterson Grading System

- Receiving instructions from the Supervisor with respect to requirements.
- Commencing with assembly/ disassembling sequences associated with trailers or specific specialized equipment;
- Inspecting safety devices, controls, lubricant levels, etc on vehicles and reports defects to the Supervisor;
- Transporting material/goods to/ from specific locations and observing and/ or participating in the loading/ offloading sequences;
- Maintaining cleanliness of the vehicle.

Post Requirements

- Basic level of literacy with fair understanding of English.
- Code EC driving licence with valid PDP
- 2 years truck/similar vehicle driving experience

Special skills, mental or personality requirements:

- Must be able to demonstrate Intellectual, Emotional, Physical skills and abilities

2. STOCK CONTROLLER X1

Salary Scale- Grade B3 Paterson Grading System

- Monitor inbound physical items/products and conforming that details recorded on transactional documentation corresponds with receipt;
- Monitor stock levels, count and record stock items on schedules;
- Participate in stock taking processes, making available information, schedules and/or identifying stock positions, products and items for counting and verification;
- Maintain captured information associated with delivery time, materials and requisitions etc.;

- Supervise the entry of inbound materials/ goods details (quantity, dates) against product codes and prepare supporting documentation e.g. goods received note to validate receipt; and
- Ensure that obsolete stock is controlled in terms of prescribed procedures and disposing upon approval.

Post Requirements

- Matric with Accounting and/or Mathematics or equivalent;
- Certificate in Stores Management/ Stock Controlling will be an added advantage
- Computer skills; and
Minimum 2 years relevant experience

Special skills, mental or personality requirements:

- Must be able to demonstrate Intellectual, Emotional, Physical skills and abilities

Please forward your application, CV, certified ID copy, certified copy of qualifications and driver's license to: **The HR Manager** -Ntinga O.R. Tambo Development Agency **P.O. Box 1134 Mthatha, 5099.**

If you do not hear from us within 30 days after the closing date, you may regard your application as unsuccessful.

Enquiries can be directed to Ms O. Gangata at 047 495 0521.

Email address for applications: recruitment@ntinga.org.za

Closing date: 09/10/2020 at 16H00.

Yours faithfully



P.K. PONGWANA
CHIEF EXECUTIVE OFFICER