

## VACANCY: EXTERNAL ADVERTISEMENT - PHALABORWA

23 July 2025

POSITION:

GRADING:

C/C:

BULLETIN NO. 0159/2023

Temp Clerk Stores (4148, 4149 &amp; 4144)

Level 4

20580000 – Procurement

## PURPOSE OF THE JOB:

To ensure effective and timely expediting of orders, communicating with relevant stakeholders for ordering, reporting and filing of documents at Stores

## QUALIFICATION: EXPERIENCE AND EXPOSURE REQUIRED:

Minimum Requirements:	Ideal Requirements:
<b>Qualification:</b> <ul style="list-style-type: none"> <li>Grade 12</li> <li>Forklift licence and Overhead Crane license</li> <li>Computer literacy (MS Office)</li> </ul>	<b>Qualifications:</b> <ul style="list-style-type: none"> <li>As for “minimum” plus</li> <li>N6 or Diploma in Logistics/Financial Management</li> <li>Certificate in Stores &amp; Stock Control</li> </ul>
<b>VTs Profile:</b> Orange to Green	Same as minimum
<b>Experience:</b> 1-year experience in stores or similar environment with sound communication skills	<b>Experience:</b> 1-year experience in stores or similar environment with sound communication skills

## INTRINSIC / INTERACTIVE QUALITIES:

Logical; Analytical; Team Member; Energy; Results Driven; Initiative; Communication (Verbal and written)

## HEADLINE KEY RESULT AREAS:

- Ensure adherence to internal controls for handling and managing stock
- Ensure effective receiving, collection, and delivery of stock to relevant locations
- Ensure effective operation of mobile equipments
- Ensure adherence to general housekeeping policies and procedures
- Ensure that stock item going for repairs or returns to suppliers were first communicated with the supervisor, buyer and the relevant supplier before the actual dispatch.
- Liaise with all Clerks, Supervisors and users on all stock matters
- Data processing
- Participate in cycle and annual stock take activities
- Filing of all relevant documents

## APPOINTMENT WILL BE IN LINE WITH COMPANY POLICY ON EMPLOYMENT EQUITY

## ENQUIRIES: HR Department – 015 789 2273/2000

A comprehensive CV will be appreciated. Applications to be send/handed to Foskor HR Department with the correct position name and bulletin number you are applying for by closing date of **31 July 2025 at 10:00**. Should you not receive any feedback by 29 August 2025, that will mean you are unsuccessful.

