



South African Nursing Council

(Under the provisions of the Nursing Act, 2005)

e-mail: registrar@sanc.co.za
website: www.sanc.co.za

SANC Fraud Hotline: 0800 20 12 16

Cecilia Makiwane Building,
602 Pretorius Street, Arcadia,
Pretoria, 0083

Tel: 012 420-1000
Fax: 012 343-5400

Private Bag X132, Pretoria, 0001
Republic of South Africa

INTERNAL/ EXTERNAL ADVERTISEMENT

DEPARTMENT : FINANCE
SECTION : SUPPLY CHAIN MANAGEMENT
POSITION : STORES RECEIVING CLERK
ANNUAL CTC : R185 614.11
CLOSING DATE : 26 JUNE 2018, AT 16H30

MINIMUM REQUIREMENTS:

- Grade 12
- Relevant post matric qualification will be an added advantage
- Working experience and knowledge in stores procedures and environment will be an added advantage

REQUIRED COMPETENCIES:

- Computer literate
- Ability to give attention to detail
- Driven and able to meet set deadlines
- Customer focused
- Good organisational skills
- Basic understanding of OHSA

KEY PERFORMANCE OUTPUTS:

- Receives goods delivered record shortages,
- Ensure that all incorrect as well as damaged delivery items are rejected and clearly identified on the delivery note and or invoice all changes to delivery note must be signed off by supervisor and driver.
- Keeps a schedule of all expected deliveries ensures purchase order number is on all paperwork.
- Resolve discrepancies, differences in quantity, description and quality
- Ensure that all goods or items delivered in good condition are recorded in the inventory record or register
- Compares delivery note to the purchase order before accepting goods
- Inspects and verify that quality and quantity of goods received are according to the purchase order and specification
- Assist with weekly, monthly and quarterly stock count
- Ensure that all copies of delivery notes, invoices, purchase order are filed in safe and secured place
- Ensure correctness of stock quantities in stores
- Ensure that the stores area is kept neat, clean and orderly at all times and meet Occupational Health and Safety Act.
- Pack items, goods orderly neatly on the correct shelves and containers
- Prepare payment pack comprising of delivery note, purchase order and internal goods received voucher for supervisor

VISION: Excellence in professionalism and advocacy for health care users

- Assist with verification of asset and other related asset management activities
- Assist with return of incorrect or damaged goods
- Assist with internal issuing of goods
- Performs other duties as assigned to meet business needs.

NB: Applications must be completed in full on the prescribed form, obtainable from the South African Nursing Council (SANC) website. Alternatively the application forms are also available at the South African Nursing Council, Cecilia Makiwane building, 602 Pretorius Street, Arcadia, 0083. Applications can be e-mailed to careers@sanc.co.za alternatively applications can be send via post to The Human Resource Department, Private Bag X132, Pretoria, 0001 or hand delivered at 602 Pretorius Street, Arcadia, Pretoria.

Incomplete applications or those that do not meet the above requirements will not be considered

All applications must be accompanied by certified copies of all relevant educational and professional qualifications together with an updated CV and certified copy of Identity Document. Foreign qualifications must be accompanied by a SAQA evaluation certificate.

Please note that correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within two months after the closing date of this advertisement, accept that your application was not successful. The SANC is committed to employment equity and therefore people with disabilities people living with disabilities are encouraged to apply. Enquiries may be directed to Ms Veronica Mthethwa, at Tel no. (012) 426 9578. The South African Nursing Council reserves the right not to make any appointment.