

GENERAL WORKERS NEEDED

Overberg District SALARY : R83 766 per annum CENTRE : Hermanus Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a stores environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Deliver stock to wards and other departments on the hospital premises and clinics in the Overstrand Sub-district. Ensure issued vouchers are returned to the relevant clerk to capture and file. Assist clerk with the receipt, pack, unpack, store and issue stock according to standards. Assist Asset Management with annual count and physical disposal of items. Assist Supply Chain staff with stock take, general office duties and keep the store neat and tidy in order to comply with safety regulations.

ENQUIRIES : Ms CE Langley, Tel. No. (028) 313-5220

APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230. FOR ATTENTION : Ms A Brits CLOSING DATE : 09 February 2018