Under the direction of the immediate manager, the incumbent is responsible for ensuring that the stock and inventory of the hotel and catering services division is professionally handled and managed at all times. The incumbent will order, receive and store all stocks and inventory of the hotel and catering services in a manner consistent with the guidelines of the institution's stock management policy.

**REQUIREMENTS:**

- M+2 year Diploma in Hospitality/ Food and Beverage management/ supply chain/ accounting or other relevant qualification.
- A minimum of 6 years' experience as a Stores Clerk/ Manager in a busy and upmarket hotel, graded as a 4 or 5 star hotel.
- Bookkeeping experience will be an added advantage.
- Experience in training of students/interns will be a recommendation.
- Must have Micros software experience or Property Management System (PMS).

**KEY COMPETENCIES:**

**Knowledge**
- Well presentable with smart working habits.
- Sound knowledge of supply chain management processes.
- Strong loss control skills.
- Strong cost control skills.
- Good buyer-supplier relationship skills.
- Attention to detail.
- Good computer literacy skills.

**Skills**
- Good written and verbal communication skills.
- Good problem solving skills.
- Computer skills.
- Good interpersonal skills.

**Personal Attributes**
- People orientated, hard worker, responsible, reliable, creative and innovative.
- Respectful, honesty, punctuality and understand of protocol.
- Proven attributes of transparency, integrity and teamwork.

Candidates who meet the minimum requirements are invited to apply for the advertised positions. Remuneration will be commensurate with the level at which incumbents of these post will be expected to perform.

It is compulsory that all applications have the following documents:

- UMP application form for employment (is accessible on www.ump.ac.za)
- Letter of application (that provides detailed information on how the applicant meets the requirements for the position)
- A comprehensive CV
- Certified copies of relevant qualifications, ID and appropriate references.

Failure to comply with the requirements on your application, will automatically disqualify your application. All applications should be sent to: Electronically to: umprecruitment@ump.ac.za, or post to Private Bag x11283, Mbombela, 1200 or hand delivered physically at the University of Mpumalanga.

If UMP has not responded within eight weeks of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with shortlisted candidates. It is the intention of the university to promote representivity in respect of race, gender, and disability through the filling of this post.

Enquiries and details regarding this post may be directed to Human Resource Management, Ms Nomsa Mnisi or Mr Sydney Thwala. The landline is 013 – 002 0001.

The closing date for receipt of is 22 July 2019.

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**STORES CONTROLLER**

**P12**

**KEY PERFORMANCE AREAS:**

- Ordering, receiving, issuing and storage of all inventory.
- Periodic stock counts of various areas / stock.
- Proper documentation of all merchandise entering or leaving the store area.
- Training of hospitality students.