

Office of the Bursar

Contact: Ms Theophilia Shilongo
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Assistant Stores Officer

Requirements

A Grade 12 Certificate with at least one year of relevant experience. Computer literacy in Microsoft Word and Excel. Good communication, administrative and time management skills. Code 08 driver's license will be an advantage.

Job Description

Order and control stock; record receipts, distribute stock to staff; stock take; maintain requisitions and orders; enforce stock control policies and procedures; attend to queries in a timely manner and perform any other reasonable duties as requested by superiors.

CLOSING DATE: 29 JUNE 2018

ASSUMPTION OF DUTIES: ASAP

Only shortlisted candidates will be contacted. No documents will be returned.

BENEFITS

NUST offers a competitive salary and the following fringe benefits:

- * Annual Bonus
- * Generous Leave Privileges
- * Housing Allowance
- * Medical Aid Scheme
- * Pension Fund
- * Relocation Expenses

APPLICATION PROCEDURE

Applications in writing, accompanied by a Curriculum Vitae, giving full details of work experience and proof of qualifications, should be submitted to: The Director: Human Resources, Namibia University of Science and Technology, Private Bag 13388

or

13 Storch Street, Windhoek, NAMIBIA.

Applications may be emailed to recruitment@nust.na

On e-mail applications, please enter the title of the position in the subject line.

All foreign qualifications will be validated by the NQA.