

VACANCY BULLETIN: STC 002/2023
METROPOLITAN TRADING COMPANY
SHORT-TERM CONTRACT EMPLOYMENT - (STC)



Metro Trading Company has the following short-term contract opportunities for a period
NOT exceeding Twelve (12) months

Department: Metropolitan Trading Company (MTC)
Position: Service Management Agent x2 (STC)
Salary Range: Market-Related
Division or Cluster: Operations
Workplace: Braampark

Educational Requirements and Experience

- Bachelor of Commerce in Business Administration / NQF Level 7 in the related field
- 5-8 years of product experience in the ICT sector in Service Management
- A valid driver's license is essential
- Required to work extended hours

Short Detailed Job Description:

- Manage the development; maintenance and utilization of the supplier database ensuring suppliers are rotated accordingly.
- To manage the procurement process from requisition to pay for all items below R200 000.
- Ensuring support staff has the skills and knowledge to deliver a quality service to the people being supported.
- Modelling best practice support and coaching others to achieve these standards.
- Manage the due diligence checks on service providers verifying past services offered/ conducted by the service provider
- Conduct a follow-up with the business unit receiving the service to ensure that the service delivered is of a satisfactory level
- Partake in issue and non-compliance resolutions with service providers
- Manage the list of prospective suppliers per commodity type and/ or service

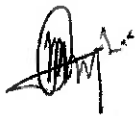
A comprehensive CV, certified matric certificate and certified ID copy should be emailed
hr6@mtc.joburg.org.za

In terms of MTC's Talent Acquisition Policy, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record
- CV Validation and;
- Employment record verification
- Criminal check and;
- Identity Validation
- Qualification/ Academic Records

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CLOSING DATE: 17 NOVEMBER 2023



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ACTING MANAGEMENT SUPPORT EXECUTIVE
METROPOLITAN TRADING COMPANY