



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20260223/3978
Advert Reference Number:	DTPC 2026/02/23
Job Title:	Warehouse Agent X1
Job Level:	Paterson B2
Vacancy Type:	Internal & External
Salary:	R162,900 to R228,100
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Business Services: Cargo Development and Operations
Number Of Posts:	1

Duties/Responsibilities:

Warehouse Operations

Complete the pre-operations checklist to ensure everything is in working order prior to operational commencement.

Perform shift work including receiving, storing, retrieving, and dispatching cargo.

Check that cargo is packed neatly and securely.

Drive the forklift.

Maintain the loading rate to meet service level agreement conditions.

Report immediate damages to cargo Shift Controller.

Conduct stock checks daily.

Report defaults on equipment.

Check the cargo stored in the warehouse and dispatch it once it exceeds 14 days.

Maintain a high standard of housekeeping in the warehouse to comply with Health and safety regulations.

Maintain health and safety compliance in clothing, conduct and actions.

Check any waste on floors for cleanliness before the end of the shift.

Observe good handling practices.

Comply with safe work procedures; and

Utilise any warehouse management systems to locate, store and dispatch air cargo, including barcode scanning, RFID, etc.

General

Perform Ad-Hoc duties assigned by the Cargo Operations Manager, such as Freighter Operations etc.

Qualifications and Experience:

Minimum Matric / Grade 12

Training in cargo handling would be advantageous e.g. certificate in cargo warehouse operations

A minimum of 1 year's air cargo handling or similar functional experience

Code EB Driver's License will be beneficial

Physically fit and healthy to work in a warehouse and cargo terminal environment

Essential Knowledge, Skills and Competencies Required:

Able to work in a shift environment, including night shift

Knowledge of IATA/SA CAA dangerous goods handling procedures

Knowledge and application of Import Export Documentation

Knowledge and application of general air cargo legislation

Knowledge and application of Hazard identification and reporting manual handling and safe practice

Knowledge and application of Occupational health and safety legislation

Knowledge and application of Basic Computer Office Skills

Openness to ideas, Stress tolerance, flexibility, Motivating others, Developing relationships, Teamwork, Customer and detail focused.

Additional Information

The process will consist of the following steps:
Shortlisting of CVs based on minimum requirements of the role.
1st Round Panel Interview.
Psychometric Assessment/s.
Verification Checks; and
2nd Round Panel Interview, if required.

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on “Employment & Labour”;
5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on “Employment & Labour”;
2. Click on “ Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya”;
3. Log in using your username and password;
4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 06 Mar 2026

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.