

**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](mailto: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

PUBLICATION DATE: 06 NOVEMBER 2023

CLOSING DATE: 17 NOVEMBER 2023



**CELANI MATHENJWA**  
**ACTING MANAGEMENT SUPPORT EXECUTIVE**  
**METROPOLITAN TRADING COMPANY**