



This advert is open for application by external applicants.

**Equity Statement :** *Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation/Operating Division.*

Applicants that are interested in applying for any of the advertised positions must apply by registering on the Careers section of the Transnet Internet. Please take care in completing all required details on the profile, and then apply for the position.

**Alternative Application Methods: (Completed Curriculum Vitae to be submitted)**

Post : Transnet Port Terminals , Human Resources , Recruitment Office , Port Elizabeth , 6000

E-mail :

Fax :

The closing date is on 17.03.2020. It is the responsibility of the applicant to ensure that HR has received the application before the closing date of the advertisement.

Note: if you have not been contacted within 30 days of the closing date of this advertisement please consider your application as unsuccessful.

Any questions regarding the application or recruitment process should be sent in writing to NQABA.NGWEVELA@TRANSNET.NET.

We urge all our employees, clients, members of the public and our suppliers to report any kind of fraud or corruption at Transnet. Call the hotline toll free number: 0800 003 056 or email Transnet@tip-offs.com

|                           |   |                               |
|---------------------------|---|-------------------------------|
| <b>Operating Division</b> | : | <b>TPT Ngqura CT</b>          |
| <b>Position Title</b>     | : | <b>Cargo Coordinator X18</b>  |
| <b>Employee Group</b>     | : | <b>Non Permanent</b>          |
| <b>Department</b>         | : | <b>Operations</b>             |
| <b>Location</b>           | : | <b>Ngqura</b>                 |
| <b>Reporting To</b>       | : | <b>Operations Coordinator</b> |
| <b>Grade Level</b>        | : | <b>HRL YJ2</b>                |
| <b>Reference Number</b>   | : | <b>2003828</b>                |

**Position Purpose:**

To inspect cargo & record details for revenue purposes to ensure the correct cargo is shipped and landed to avoid claims.

**Position outputs:**

- Obtain hand over
- Obtain loading instruction #
- Allocate General Workers to hook
- Tally cargo on Tally Sheet #
- Supervise Port Workers in terms of hooking #
- Record delays on delay sheet #
- Complete incident / accident report #
- Inspect cargo/ container on truck for damages #
- Scan ( P-check) container via HHT into NAVIS #

PLEASE NOTE: Transnet, its employees or representatives never ask for a fee from job seekers. Any such requests are fraudulent. Please report any suspicious activities in this regard to the Transnet anti-fraud line on 0800 003 056.

Complete Container Inspection Form for damages to container/s (CIR) # Supervise drivers during shift # Scrutinise landing orders for despatching of cargo #  
Locate cargo and instruct driver to uplift #  
Instruct Port Workers to place dunnage #  
Complete delivery note and hand to driver #  
Complete SAP1 and SAP 2 documents #  
Compare shipping order from driver to one in possession # Position cargo according to stack plan #  
Obtain list of cargo to be loaded onto rail truck from agent # Open all rail trucks and ensure they are clean #  
Ensure truck mass is not exceeded #  
Complete loading out list and ensure trucks are closed # Make out truck labels #  
Report all breakdowns / accidents #  
Identify vessels working #  
Attend on board meeting if required #  
Obtain manifest 72 hours before arrival of vessel # Scrutinise manifest and obtain landing orders #  
Open file for vessel #  
Cross reference landing orders against manifest #  
Obtain (tally) from wharf #  
Check Tallies against manifest #  
Identify short landed cargo and follow up #  
Square up vessel file after ensuring cargo is despatched correctly #  
Send file to revenue

### **Qualifications & Experience:**

Matric #

Cargo Co-Ordinator course (module CC6) will be an added advantage.

### **Competencies:**

Competencies Required:

Knowledge Required : #  
Shed Yard and Wharf-side operations #  
Cargo types #  
Shipping, landing and transshipment of cargo #  
Road distribution #  
Rail cargo #  
Safety Procedures #  
Hazmat cargo #  
ISPS Code #  
Operational Procedures #  
Transnet Disciplinary Procedure #  
CC Duties #  
GCOS #  
NAVIS or willing to be trained #  
Cargo Documentation

Skills Required:

#  
Communication #  
Problem solving #  
Interpersonal skills #  
Computer Literacy #  
Supervisory skill