

**POST** : **DRIVER / MESSENGER**

**SALARY** : R103 494 per annum (Level 4)

**CENTRE** : Pretoria, Ref: 150515/19

**REQUIREMENTS** : A minimum of Grade 12. Valid driver's license. One (1) to two (2) years experience in driver / messenger services. Knowledge in messenger services. Knowledge of organisational policies and procedures. Knowledge of process flow. Knowledge in tracing retrieving files. Knowledge of organisational and government structures. Knowledge of procedure and processes. Knowledge of government regulations, practice notes, circulars, and policy framework. Knowledge of internal sorting and distribution matrix. Knowledge of organisations record keeping practices / system. Delegation authority. Financial management and knowledge of PFMA. Client orientation and customer focus. Communication. Accountability and ethical conduct. Knowledge of analytical procedure. Knowledge of library and science.

**DUTIES** : Retrieve files and deliver them to the offices where they are being utilised. Receiving and verifies delivery items, messages, mail, document for correctness. Tracking and searching and placement of correspondence in files. Transporting and retrieving of files to Pretoria West. Check and record out going files. Place correspondence on the files

**ENQUIRIES** : Mr C Preller, tel (012) (012) 336 8292.

**APPLICATIONS:** Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman, Continental Building. **For attention:** Ms L van Wyk