

DEPARTMENT OF WATER AND SANITATION

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

CLOSING DATE: **04 March 2016**

NOTE : Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are highly encouraged to apply for the posts. **PEOPLE WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY.**

POST:

SALARY:

REF NO

CENTRE:

REQUIREMENTS:

DRIVER / MESSENGER

R 110 739 per annum level 4

040316/18

Pretoria

A Grade 12. Drivers licence 1-3 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 procedures and processes. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Knowledge of internal sorting and distribution matrix. Knowledge of organisations record keeping practices /

system Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes

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

ENQUIRIES : Ms J Julies Nale 012 336 7908