



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : For Centre: **King William's Town, Port Elizabeth, East London, Cradock, Mthatha**, please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William's Town. For attention: Mr MK. Noah
- CLOSING DATE** : 01 July 2016 Time: 16H00
- POST** : **MESSENGER- REF: 010716/24**
- SALARY** : **R84, 096 .00 per annum (level 2)**
- CENTRE** : **Cradock**
- REQUIREMENTS** : ABET, Grade 10 and 1-3 years experience in messenger services. Good verbal and written communication skills Valid driver's licence (Code EB) Good driving skills Customer relations Ability to work under pressure Interpersonal relations Good planning and organising skills Ability to sort correspondence
- DUTIES** : Assist with the preparation of the daily mail Transport of personnel and equipment Responsible for the collection and delivery of mail, parcels, files, books and other forms of documentation and articles to and from the Post Office/other Departments/institutions. Distribute mail, circulars, post, memo's, documents, equipment and material to the different offices/personnel/archive. Making of photocopies. Attend to duties and transport related issues for vehicle used to perform duties
- ENQUIRIES** : Mr S Maduna, Tel (048) 801 1300