



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI Central Operations: Tugela Vaal (O&M Jagersrust) , Driel and Woodstock, Please forward your applications quoting the relevant reference number To the Department of Water and Sanitation The Area Manager, Private Bag 1652, Bergville, 3350, or hand deliver to Tugela Vaal, 1 Kiepersol Avenue, Jagersrust, 3354 For Attention: Ms N Nkabini
- CLOSING DATE** : **23 JUNE 2017 TIME: 16H00**
- POST** : DRIVER/MESSENGER REF NO: 230617/41
- SALARY** : R127 851 per annum, (Level 04)
- CENTRE** : NWRI Central Operations:Tugela Vaal
- REQUIREMENTS** : A grade 10 report. Driver License with (PDP) (Attach a certified copy). One (1) to three (3) years experience in drive/messenger services. Sound knowledge in messenger services. Knowledge of organisational policies procedures and structures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Knowledge of process flow and tracing retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system. Client orientation and be customer focus. Excellent communication skills. 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 files and verifies delivery items, messages, mail, documents for correctness. Tracking, 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** : Mr P Motsepe, Tel 012 336-6861