



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: NWRI: Central Operations (Standerton Area Office), Central Operations: Usutu Vaal (Grootdraai and Grootfontein Pump Station) The Area Manager: Department Of Water and Sanitation. Private Bag X2021, Standerton, 2430 or hand delivered in office number 1 Grootdraai Dam, Admin Building, Standerton, 2430 FOR ATTENTION: Ms PN Myeni
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : DRIVER LMW REF NO: 280717/37
- SALARY** : R107 - 886 per annum (Level 03)
- CENTRE** : Usutu-Vaal GWS (Standerton)
- REQUIREMENTS** : ABET Grade (10). A valid driver's License 10 (C1) with PDP. (Attach a certified copy). One (1) to three (3) years experience in driver/messenger services. Knowledge in driving and operating the equipments. Basic knowledge of organisational policies and procedures.. Basic knowledge of literacy (read and write). Good interpretation of organisational and government structures. Understanding of procedures and processes. Knowledge of government regulations, practices notes, circulars, and policy frameworks. Basic knowledge of language skills. Basic knowledge of delegation authority. Basic knowledge of financial management and PFMA. Interpersonal relations. Client orientation and customer be focus. Good communication skills. Knowledge of analytical procedures. Ability to work independently, in a team, under supervision and under pressure. Willingness to work travel and work irregular hours. Knowledge of OHS Act.
- DUTIES** : Transport equipments and officials between Area Offices. Deliver and collects official documents when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods. Transport school children to and from school. Collect and deliver post and parcel on daily basis. Drive and keep vehicles in good condition.
- ENQUIRIES** : Ms PN Myeni, Tel: 017 712 9400.