



**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : **Centre Port Elizabeth:** Please forward your application quoting the reference number to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Building 3<sup>rd</sup> Avenue Walmer
- CLOSING DATE** : 09 March 2018 TIME: 16h00
- POST** : DRIVER / MESSENGER NATIONAL WATER RESOURCES INFRASTRUCTURE REF NO: 090318/05
- DIV** : SOUTHERN OPERATIONS - ADMINISTRATION (WTE)
- SALARY** : R 127 851.00 per annum (Level 4)
- CENTRE** : Port Elizabeth
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate with one (1) to three (3) years experience in Driver/ Messenger services. A valid drivers License. Basic knowledge of government. Knowledge of tracing and retrieving files. Good client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.
- 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 outgoing files. Place correspondence on the files. Collecting of mail.
- ENQUIRIES** : Ms. P Adonis 041 508 9778