



**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : Centre: Pretoria/Limpopo Provincial Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For Attention: Ms L Van Wyk
- CLOSING DATE** : 18 May 2018 TIME: 16h00
- POST** : DRIVER/MESSENGER REF NO: 180518/14
- SALARY** : R127 851 per annum, (Level 04)
- CENTRE** : Pretoria
- REQUIREMENTS** : A grade 12. A valid Driver License (Certified copy must be attached). 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 and documents to various locations. Check and record out going files. Place correspondence on the files.
- ENQUIRIES** : Mr I Govender 012 336 7683