



DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : IBOM Central Operation (Gariiep dam) Please forward your applications quoting the relevant reference number to the Scheme Manager, Department of Water and Sanitation, Private Bag X09, Gariiep Dam 9922, For Attention: Ms S Behr.
- CLOSING DATE** : **15 November 2019 TIME: 16:00**
- POST** : DRIVER MESSENGER REF NO: 151119/19
- BRANCH** : IBOM CENTRAL OPERATION
- SALARY** : R 145 281 per annum (Level 04)
- CENTRE** : Gariiep Dam
- REQUIREMENTS** : A National Senior Certificate / Grade 12. A valid driver's license with PDP (attach certified copy). One (1) to (3) three years experience in driver / messenger services. Knowledge and experience in messenger services. Knowledge of organisational policies and procedures. Knowledge of process flow. Knowledge in tracing and retrieving of files. Knowledge in organisational and government structures. Knowledge of procedures and processes. Knowledge of government regulations, practice notes, circulars and policy frameworks. Knowledge of internal sorting and distribution matrix. Knowledge on how organisations record keeping practices / systems operate. Understanding of the delegation authority and Financial management. Knowledge of the PFMA. Client orientation and customer focus. Good communication skill both verbal and written. Accountability and ethical conduct. Willingness to travel long distances.
- DUTIES** : Retrieve and deliver files to designated office/s. Verify deliveries items, messages, mail, documents for corrections, tracking, searching and placement of correspondence in files to various locations. Check and record outgoing files. Place correspondence on files. Verify motor vehicles log books. Take vehicles for repairs/ services. Ability to manage transport queries in the absence of the transport officer. Assist with general transport administration when not driving.
- ENQUIRIES** : Mr. SM Segalo, Tel: 051 754 0001