



**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 or e-mailed 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** : Centre: IBOM Central Operations Tugela Vaal (O & M Jagersrust), Please forward your applications quoting relevant reference number to the Department of Water & Sanitation the Area Manager Private Bag 1652, Bergville, 3350, or Hand Deliver to Tugela Vaal, 1 Kierpersol Avenue, Jagersrust, 3354. For Attention: Mr. FT Botha
- ENQUIRIES** : Mr FT. Botha Tel: 036 438 6211.
- CLOSING DATE** : 29 April 2019 TIME: 16h00
- POST** : DRIVER/MESSENGER REF NO. 290419/18
- BRANCH** : IBOM
- SALARY** : R145 281 per annum, (Level 04)
- CENTRE** : Central Operations Tugela Vaal
- REQUIREMENTS** : A Grade 12 certificate. A valid driver's licence (C1 to EC1) with PDP. (Attach a certified copy). One (1) to three (3) years' experience in drive/messenger services. Knowledge of organisational policies procedures and structure. Basic Knowledge of government regulations, practice notes, circulars and policy framework. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practice /system. Client orientation and be customer focused. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding of and commitment of government objective, policies and programmes.
- DUTIES** : Retrieve files and deliver them to office were they are being utilised. Receive files and 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. Assist at transport, verifying motor vehicles Log books. Take vehicles for repairs/ services. Ability to manage transport queries in the absence of the transport officer. Willingness to Travel long distances. Assist with general transport administration when not driving.

