



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 28 November 2025

NOTE: Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: DRIVER/MESSENGER REF NO: 281125/22

BRANCH: INFRASTRUCTURE MANAGEMENT: CENTRAL OPERATIONS DIR: OPERATIONS CENTRAL DIV:
ADMINISTRATION SUPPORT

SALARY: R193 359 per annum (Level 04)

CENTRE: Pretoria (Central Operations)

REQUIREMENTS: An NQF 2 qualification or equivalent. The disclosure of a valid code 8 Driver's License. One (1) year experience in driver/messenger services. Computer literacy skills. Knowledge of government policies and procedures. Client orientation and customer focus. Good communication, and interpersonal skills. Ability to interact with people at all levels and work in a team environment. Ability to pay attention to detail, handle confidential information, track and trace documents. Accountability, analytical thinking and problem-solving skills. Must be prepared to work under pressure, travel extensively and work extended hours.

DUTIES: Render quality messenger and driver services to the directorate. Safe conveying of officials to and from various destinations. Routine maintenance and inspections of vehicle to ensure roadworthiness. Collect and deliver mail and official documents to and from various destinations. Retrieval and delivery of files to various offices. Tracking, tracing of correspondence documents and keeping registers. Operate photocopier machines. Render administrative assistance through the execution of tasks related to administration support section as and when there is a need.

NOTE: Candidates may be required to complete a practical and theoretical test.

ENQUIRIES: Mr SM Muelelwa, Tel No. (012) 741 7349

APPLICATIONS: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>