



## HUMAN RESOURCE MANAGEMENT

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### VACANCY CIRCULAR NO. 4 OF 2019/2020 FINANCIAL YEAR

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

**APPLICATIONS:** The Head of Department, Department of Community Safety and Transport Management, Private Bag x19, MMABATHO, 2735 Office No. 136, 1<sup>st</sup> Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, for Attention Gadifele Noge.

**Note:** Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/ transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

### CLOSING DATE: 15/11/2019 AT 15H30

<b>COMPONENT</b>	<b>:</b>	<b>HOD SUPPORT</b>
<b>POST</b>	<b>:</b>	<b>DRIVER MESSENGER</b>
<b>REF. NO</b>	<b>:</b>	<b>38/2019/20</b>
<b>SALARY</b>	<b>:</b>	<b>R145 281pa (SL 04)</b>
<b>CENTRE</b>	<b>:</b>	<b>HEAD OFFICE – MAHIKENG</b>

**REQUIREMENTS:** \* ABET (Grade 10), Driving License, 1 to 2 years experience in a Driver/ Messenger field. **KNOWLEDGE:** \* Knowledge of Courier Services. \* Working procedures in respect of working environment. **SKILLS:** \* Numeracy, Literacy Organising and Interpersonal Relationship skills. \* Good verbal and written Communication skills.

**DUTIES:** \* Perform driving and messenger services. \* Drive light and medium motor vehicles to transport passengers and deliver other items (Mail and documents). \* Conduct routine maintenance on the allocated vehicle and report defects timely. \* Complete all required and prescribed records and books with regard to the vehicle and goods handled. \* Verify documents when collected and delivered in the Department. \* Copy, faxes documents and assists in the registry.

**Enq: Ms. K A Motlhabane Tel Nr (018) 200 8002**

