

DRIVER/MESSENGER

(REF NO: 3/2/1/2018/141)

Chief Directorate: Internal Audit

SALARY : R127 851 per annum (Level 04)

CENTRE : Pretoria

REQUIREMENTS : Grade 12/Senior Certificate or an equivalent ABET Qualification and a valid driver's

licence (code 8) with 7 months relevant working experience.

Knowledge of the City

in which the function will be performed. Job related skills:

Good communication

and interpersonal relations and basic literacy. A reliable and creative individual who

is prepared to work under pressure and as part of a team.

DUTIES : Transport passengers (staff) to various destinations as and when required. Collect

and deliver mail from and to offices within the department daily. Deliver and collect

documents and packages from and to other departments and outside

organisations when required. Deliver and collect office equipment to venues.

Collect and deliver all payslips/claims/advances/documents monthly. Any other

relevant work allocated from time to time.

NOTE : African, Coloured, Indian and White males and Indian and White females and

persons with disabilities are encouraged to apply.