

<b><u>POST 21/106</u></b>	:	<b><u>MESSENGER / DRIVER</u></b> Branch: Taletso TVET College Directorate: Taletso General Administration Support
<b><u>SALARY CENTRE</u></b>	:	R193 359 - R227 766 per annum (Level 04) Mafikeng Campus Ref No: REC/04/05/2025 (X1 Post) Lehurutshe Campus Ref No: REC/005/05/2025 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	NQF level 3 (Grade 11 certificate or equivalent). Driver's license Code B/EB. Valid Public driving licence. Three (3) years driving experience or messenger operating experience will be an added advantage. Ability to transport employees, goods/parcels and work under pressure including overtime/weekends and public holidays. Physically fit and able to lift and load goods/parcels. Be able to read and write.
<b><u>DUTIES</u></b>	:	Render messenger services to the department: Deliver and collect mail from the post office. Deliver and collect documents / parcels to the various directorates in the departments and other provincial departments. Conduct scaling of parcels and mail. Label and track all documents for couriering documents and parcels. Provide transportation duties to the department: Render transport services to departmental officials. Check and prepare vehicles for field trips. Complete logbook before and after the trip. Load and dispatch items. Perform vehicle maintenance checks: Check vehicles status and inform supervisor when work needs to be carried out within and without an approved trip. Ensure vehicles are always in good operating condition. Report to supervisor when vehicles are due for service or had any mechanical faults. Report major defects. Ensure routine maintenance of vehicles. Provide general office support: Render a general support function in the Executive Support to the Premier. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that apply in the work environment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms MA Matokong, Ms ME Tlhako Tel No: (018) 384-23416/50 Hand delivery to; Taletso TVET College, Kgora Building next to SABC, HR Office (Mafikeng Campus) or NB: ALL applications must submitted to relevant email address stating name of the post and reference number on the subject line. Lehurutshe.recruitment@taletso.edu.za Lichtenburg.recruitment@taletso.edu.za Mafikeng.recruitment@taletso.edu.za Centraloffice.recruitment@taletso.edu.za
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. Applicants must submit fully completed and signed Z83 and CV only. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (submit only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The department have the right not to appoint.
<b><u>CLOSING DATE</u></b>	:	11 July 2025