

		package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	Mr SF Xaba Tel No: (012) 312 9395
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P7@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/54</u>	:	<u>DRIVER / MESSENGER REF NO: 3/1/1/1/2025/8</u> Office of The Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising, Good communication (written and verbal), Interpersonal and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
<u>DUTIES</u>	:	Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental/Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
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<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to P8@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.
<u>POST 38/55</u>	:	<u>DRIVER / MESSENGER REF NO: 3/1/1/1/2025/9</u> Office of The Deputy Minister: Land Reform and Rural Development
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification and a valid driver's licence. Job related knowledge: Knowledge of the city(ies) in which the function will be performed. Job related skills: Organising, Good communication (written and verbal), Interpersonal and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.
<u>DUTIES</u>	:	Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental/Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.
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