

POST: Driver / Messenger

LOCATION: Office of the Ministry of Police, Head Office, Pretoria

LEVEL OF REMUNERATION: Salary level 3, R128 166 per annum

REFERENCES: Min 2/2023 (2 posts)

Requirements:

- Applicants must display competency in the post-specific functions of the post;
- Be in possession of a Grade 12 qualification or National Certificate (Vocational) recorded on the National Learners' Records Database (NLRD) on NQF Level 4;
- Must have basic literacy, numeracy and communication skills;
- Be proficient in at least two official languages, of which one must be English;
- Not declared unfit to possess a fire-arm.
- Be in possession of at least a valid light motor vehicle drivers' license;
- Be a South African Citizen;
- Must not have a criminal record or pending criminal /departmental cases;
- Applicants will be subjected to a vetting process, which will include security screening and fingerprint verification;
- Relevant courses in the field of the post may be an advantage;
- Be able to work under pressure as well as extended hours.

Core Functions:

- Perform driver duties in the Ministry of Police;
- Maintain and ensure cleanliness of vehicles;
- Detect and report defects on vehicles;
- Render messenger services to the Ministry of Police;
- General administration duties allocated to the post, including making of photocopies and shredding of documents;
- Complete vehicle logbook and submit monthly returns;
- Deliver/collect mail, documents and parcels, and ensure acknowledgement of receipt.

General:

- Only the official application form (Levels1-12) (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- **The post particulars and reference number of the post must be correctly specified on the application form.**
- Only a comprehensive Curriculum Vitae must be submitted together with the application form.
- Applicants are not required to submit copies of qualifications and other relevant documents.
- Only shortlisted candidates will be requested to submit certified copies of all educational qualifications, drivers' license, identity document and proof of relevant experience in the field of the post during the interview process.
- Qualifications and drivers' licences submitted will be subjected to verification checking with the relevant institutions.

- The South African Police Service will verify the residential address of applicants.
- Appointments will be made in terms of the Public Service Act, 1994.
- Applications must be submitted / posted timeously. **Late applications will not be accepted or considered.**
- The closing date for applications is **2023-04-03 at 16:00.**
- If a candidate is short-listed, it will be expected of him/her to undergo a personal interview.
- Reference checking and fingerprint screening will be conducted on all shortlisted candidates.
- Correspondence will be conducted with successful candidates only. If an applicant has not been contacted within 3 months after the closing date of this advertisement, it should be accepted that his/her application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- The SAPS application forms can be obtained, free of charge, from any SAPS Recruitment Office within the South African Police Service.
- **No emailed applications will be accepted.**
- Hand delivered applications may only be submitted at 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Applications must be deposited into the box available at the reception area.
- Applications submitted by post must be addressed to: The Section Head: Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001 / (**Attention: Lt Col JL Shandu / Capt SJ Matlopela**).
- Enquires can be directed to Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala / SPO KK Mashiloane at telephone: (012) 397 7256 / 7240

We welcome applications from persons with disAbilities



