



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNPG/20240409/1767
Advert Reference Number:	DOT 127/2024
Job Title:	DRIVER/MESSENGER
Job Level:	SALARY LEVEL 04
Vacancy Type:	Internal & External
Salary:	R 171 537 PER ANNUM
Department:	KZN TRANSPORT
Component:	RTI, PINETOWN
Employment Type:	Permanent
Center:	ROAD TRAFFIC INSPECTORATE, PINETOWN
Number Of Posts:	1

#### Duties/Responsibilities:

- .Drive light and medium motor vehicle to transport passenger and deliver other items (mail and/or documents).
- .Execute routine maintenance on the allocated vehicle and report defects timeously.
- .Complete all the required and prescribed records and logbook with regard to the vehicle and the goods handled.
- .Render clerical support/messenger services in the relevant offices, this would inter alia, entail the following:
  - i. Collect and deliver documentation and related items in the Department.
  - ii. Copy and fax documents.
  - iii. Assist in the registry component as and when required.

#### Qualifications and Experience:

- .Garde 10 or 7-12-months relevant experience; plus
- .Valid driver's licence (minimum code 08).

#### Essential Knowledge, Skills and Competencies Required:

- .Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre).
- .Knowledge of prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what the requirement for the storage of the vehicle are.
- .Knowledge of the procedure to ensure that the motor vehicle is maintained properly.
- .Knowledge of city(ies) in which the functions will be performed.
- .Report writing and communication skills.
- .Negotiation and problem-solving skills.
- .Organizing and planning skills.
- .Innovative and creative skills.
- .Openness and transparency skills
- .The ideal candidate should be able to work as part of a team, must have a good interpersonal relation, punctual, reliable, flexible, ability to work under pressure. She/He must also be honest, have integrity, be receptive to ideas and suggestions, trustworthy, loyal, accountable, responsible, friendly, courteous, diplomatic, open minded and independent.

#### Additional Information

ENQUIRIES: DURBAN REGION MR T MTHEMBU 031 7002222

CLOSING DATE: 22 April 2024 @ 16h00

APPLICATIONS: Applications can be forwarded to the: Recruitment & Selection Section, Human Resource Practices Directorate, Department of Transport, Private Bag X9043, Pietermaritzburg, 3200.

Applications may alternatively be hand delivered to the office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, 3200 in the vacancy box provided.

Applications may also be e-mailed to: HRRecruitment@kzntransport.gov.za (quoting the relevant reference number of the position in the subject line for example, DOT --/2024). Should you not quote the correct reference number, your application could be rejected by the e-mail system. (e-mailed applications must please be sent as ONE ATTACHMENT).

For the personal attention of Ms HS Masango

#### How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [KZNHelpDeskRecruit@KZNpremier.gov.za](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 22 Apr 2024

#### Disclaimer

##### DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.

b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.

c)Applications received after the closing date will not be considered.

d)Please clearly indicate the name of the post and reference number of the position for which you are applying.

e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.

f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.

g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.

h)Only candidates who meet the requirements may apply.

i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.

j)Applications from Recruitment Agencies will not be considered.

k)Applications sent to incorrect email address will not be considered.

l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.

m)The appointed candidate shall be required to sign a performance agreement.

n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.

o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

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All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

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If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.