

**Post Name: Driver**

**District: Provincial Office**

**Service Point: Substance Abuse Treatment Centre**

**Reference: DRIVER/ SATCENTRE/2018/17**

**Salary per Annum: R 90234.00 per annum**

**Job Purpose:**

Render driver services at the Substance Abuse Treatment Center for the Department of Social Development, Northern Cape Province.

**Requirements and competencies:**

* Grade 10 or ABET Level 1-4
* 2 years’ experience as a Driver;
* Valid Code EB driver’s license; with a Professional Driver’s Permit and proven driving skills;
* Knowledge of Directives and procedures pertaining to driving, transporting of passengers and delivering of goods;
* Knowledge of operational requirements;
* Knowledge of organizations record-keeping practices / systems;
* Knowledge of administrative and clerical procedures and systems;
* The candidate will be required to work shifts and over weekends
* Knowledge of occupational health and safety

**Major Job Functions**

* Daily transportation of service beneficiaries, staff members at the Centre
* Deliver, collect mail, documents, stores items and stationery for the Centre
* Ensure the safe transportation of staff, clients and goods as per programme needs and employment directives and
* Adhere to the traffic regulations at all times
* Regularly check petrol of vehicles and fill up ; Check and ensure that petrol cards are kept safe and that the correct amount is reflected on the customer receipt after refueling vehicles;
* Liaise with Transport officer on submission of monthly fuel reports and vehicle conditions and Servicing of vehicles;
* Perform necessary operational checks (pre-inspection & post inspections) to ensure good working condition of the vehicles at all times. Report any defects to the relevant authority immediately and ensure correct procedures are followed in case of an accident:
* Ensure that log books and travel authority forms are filled and approved at all times and point-to-point entries are made during all trips:
* Ensure that the vehicles are parked in a safe environment/parking area during and after operations, are always kept clean & presentable.
* Adhere to routine maintenance and garaging procedures:
* **Assist in patient related measures and further the interest of the Centre by reporting and communicating any relevant information which would be beneficial to service users and services at the Centre**

**Enquiries: Ms M Fani, Tel. (053) 874 9100**

It is the Department’s intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. **Applications must be submitted on form Z83**, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s licence [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). **No faxed or emailed applications will be considered.** **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 three (3) months 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 check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probationary period of twelve (12) months, should such a need be identified. **The Department reserves the right not to make appointment(s) to the advertised post(s).**

**All applications, quoting the relevant reference number, must be directed to:**

**Postal Service: Hand delivery to Registry:**

**Registry Latlhi Mabilo Complex**

**Department of Social Development Barkley Road**

**Private Bag X5042 Homestead**

**Kimberley Kimberley**

**8300 8301**

**Attention: Ms.R. Leburu**

Publication Date: 16 February 2018

Closing date: 28 February 2018