

Corporate Services Division

Facilities Generalist: Driver

(Ref S085/2016)

Basic salary: R100,545.00 per annum (excluding benefits)

Pretoria

Purpose: To drive motor vehicles and to transport passenger and other items.

Requirements: • Grade 10 Certificate • 2-3 years driving experience. A PDP licence will be advantageous.

Key outputs: • Maintain and provide an effective driver service for the National Treasury • Ensure timely delivery of all confidential, secret and top secret documentation • Driving light and medium motor vehicles to transport passengers and deliver other items • Conduct routine maintenance on the allocated vehicles and report defects timely • Complete all required and prescribed records log books with regard to the vehicle and the goods handled • Deliver and pick up passports and visas at Embassies and Consulates for all international travel • Assist with late requests for chauffeur services if and when the contracted service provider is unable to assist • Check GG-Fleet and National Treasury vehicles utilise in terms of maintenance, registration, petrol cards, kilometre control and log books, mobitrack, tyres, brakes etc. • All vehicles are serviced and valeted at approved Valet service provider with proper verification of pricing and costing • Assist with transport related to work over flow in the offices of the Director General and Ministry.

The National Treasury is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria, 0001 or to the e-mail recruit.cs@treasury.gov.za. **Closing date: 13 May 2016 at 12h00, no late applications will be accepted.**

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful.