

## DEPARTMENT OF COOPERATIVE GOVERNANCE

*The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.*

- APPLICATIONS** : Applications may be posted to P.O Box 54604, Nina Park, 0156 or submitted electronically via email: edulaneacademy@gmail.com
- FOR ATTENTION** : Ms Millicent Sibitane Tel no: 0648447885
- CLOSING DATE** : 26 May 2017
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and verification of educational certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, certified ID, copies of qualifications and academic record. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

## OTHER POST

- POST 18/04** : **MESSENGER: REGISTRY**
- SALARY** : R107 886 per annum, Level 03
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 10/ ABET or equivalent qualification in a related field with no experience. Generic Competencies: Numeracy, basic interpersonal relationship, organising and computer literacy. Technical Competencies: In-depth knowledge of Mail procedure manual, Messenger services and Courier services.
- DUTIES** : The successful candidate will perform the following duties: Sorting and distributing post, documents and parcels in the Department. Assist the Department with logistical arrangements. Sending of letters and circulars. Assisting in the checking of transferred records to registry. Packing and dispatching of mail and bulk parcels. Assisting with the driving of vehicles when requested by your manager/ supervisor. Controlling and maintaining of delivery registers and distribution list.
- ENQUIRIES** : Mr Alfred Tolamo, Tel no: (012) 334 0927