

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 09 November 2018, 15h45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Test to determine their suitability for the post. Please take note that late applications will not be accepted. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 42/44** : **REGISTRY AND TRANSPORT CLERK REF NO: RTC/10/2018**
- SALARY** : R152 862 – R180 063 per annum (Level 05)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Ideal candidate profile: Senior certificate. A valid code 8 or 10 driver's license with PDP. Should have at least three (3) years' experience as a driver/messenger. Computer literate. Problem identification and problem solving skills at elementary level. Enjoy working with people (be part of a team) Good communication skills. Ability to handle confidential information. Exposure to registry functions, record keeping and filing. Ability to work under pressure.
- DUTIES** : The successful candidate will open and distribute mail and courier parcels. Operate franking machine for posting and delivering and collecting correspondence at the Post Office. Keep a list of registered letters and parcels and handle other administrative work. Register incoming and outgoing collection and deliveries. Perform driving duties and maintain GG vehicles' records. Ensure that GG vehicles are washed on a weekly basis.
- ENQUIRIES** : Ms A Coetzer Tel No: (012) 352 1111