ANNEXURE B

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS:
Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria.

CLOSING DATE:
30 April 2019

NOTE:
Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

OTHER POST

POST 14/02:
PRINCIPAL MESSENGER / DRIVER REF NO: 10/2019
Branch: Heritage Promotion and Preservation

SALARY:
R122 595 per annum (Level 03)

CENTRE:
Pretoria

REQUIREMENTS:
Grade 12 qualification, Code 10(C1) Driver’s License and a valid PDP, a minimum of 5 Years driving experience, understanding of classified documents knowledge of the procedures to operate a motor vehicle, knowledge of the prescripts for the correct utilization of the motor vehicle, knowledge of procedures for the maintenance of the motor vehicle, knowledge of the public sector, ability to demonstrate patience, be able to work under pressure, good organizational, numerical and communications skills, computer skills, sound interpersonal relations and team player. Ability to read and write in English.

DUTIES:
The incumbent of this post will be responsible to; Provide Messenger / Driver Services – Shuttle staff members and as well as people living with disabilities daily. Collect and deliver documents, mail and parcels around Gauteng and surroundings areas. Record keeping of the utilisation of the allocated vehicle such as logbook, petrol and all receipts Etc. inspection of the allocated vehicle. Routine maintenance on the allocated vehicle, report defaults to the transport rental company and take vehicle for repairs. Maybe required to work overtime.

ENQUIRIES:
Ms N Ngcama Tel No: 012 441 3430