

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email @ DTARecruit202510@cogta.gov.za
<u>FOR ATTENTION</u>	:	Ms L Motlhala
<u>CLOSING DATE</u>	:	29 September 2025
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. 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 only when shortlisted. 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. The department reserves the right not to fill the advertised position.

OTHER POST

<u>POST 33/61</u>	:	<u>MESSENGER/DRIVER REF NO: 2025/10 (X1 POST)</u> (12-Months contract) Facilities Management
<u>SALARY</u>	:	R163 680 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 10 certificate or equivalent (NQF level 3). A valid driver's license. Five (5) years driving experience. Generic Competencies: Communication, ability to read and write Good eyesight. Teamwork. Technical Competencies: Operation of the equipment. Physical inspection of vehicle and interpret instructions for proper use of all control for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Transportation of work teams, documents, materials/equipment's. Detect and repair minor mechanical problems on the vehicle and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorisation for the vehicle.
<u>ENQUIRIES</u>	:	Mr R Khalishwayo Tel No: (012) 334 5607