

VACANCY

Job title:	Driver
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To drive Senior Managers and staff to meetings and facilities. To also assist the Operations team with Administrative activities.
Location:	Wits RHI - Tshwane
Closing date:	02 December 2024
Submit detailed CV to:	vacancy37@wrhi.ac.za
Advert reference number:	NM008-2024
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

- Keep the vehicles clean and carry out the necessary checks.
- Operate the vehicle with care and consideration to other road users.
- Report any vehicle faults, repairs or accidents timely.
- Complete relevant vehicle usage forms in accordance with policy.
- Vehicles kilometres checked to ensure they are serviced at the correct time.
- Dates for renewal of licence discs.
- Liaise with management for daily transport schedule and communicate transport issues in a timely manner.
- Transport Senior Management staff to meetings and facilities.
- Provide good customer service, including greeting all car passengers, and maintain respectful conversations with all passengers and colleagues. · Collect and deliver documents and/or goods safely. Obey traffic rules at all times.
- Provide any other ad hoc duties as assigned by management.
- Assist with ad hoc administrative and maintenance duties as assigned by management.
- Attend all Operations Team meetings.
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities.

Required minimum education and training

- Code 10 and PDP licenses for driving.

Desirable additional education, work experience and personal abilities

- An interest to develop these skills.

Required minimum work experience

- At least one years' experience of driving.

Demands of the job

- Driving the team and delivering items to the facilities.

Communications and relationships

- Maintaining good interpersonal relationships with other partners and stakeholders). Work as part of the Operations team.

Should you be interested in applying for this vacancy, please send an email to vacancy37@wri.ac.za The subject heading of the email must read **NM08-2024** and the job title of the position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for.
- A detailed CV.