



DIRECTORATE: HUMAN RESOURCE MANAGEMENT

TO: ALL NORTH WEST PROVINCIAL GOVERNMENT EMPLOYEES

VACANCY CIRCULAR NUMBER 2 OF 2014/2015 FINANCIAL YEAR

The contents of this circular should be brought to the attention of all the employees as indicated above.

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Director: Human Resource Management and Development, Department of Tourism, Private Bag X2145, Mmabatho, 2735 or hand delivered at the Telkom Building, 3366 Besemmer Street, Industrial Site, Mahikeng (behind the Crossing Shopping Complex), for attention: Mrs Keolebogile Rasebitse or Mr Donald Morwane.

NOTES:

- (a) Applications must be accompanied by a dated and signed Z83, recently updated comprehensive Curriculum Vitae, originally certified copies of all qualification(s), transcripts, Identity Document and drivers' license, as well as the names of three referees. Failure to submit the requested documents will result in the application not being considered.
- (b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).
- (c) Candidates must indicate the number of the post and/or reference number in their applications.
- (d) Candidates requiring additional information regarding an advertised post must direct their enquiries to the person indicated below the advertisement.
- (e) Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted.
- (f) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
- (g) The Department reserves the right not to make appointments and
- (h) Correspondence will be limited to shortlisted candidates only. Applicants are therefore respectfully informed that if no notification on appointment is received within four (4) months of the closing date, they must accept that their application was unsuccessful.
- (i) Previous employment records will be verified. All appointments are subjected to a positive qualification verifications as well as security clearance and vetting.

CLOSING DATE: 20 MARCH 2015



POST : Driver- Messenger X 4

CENTRE : MAHIKENG

SALARY NOTCH : R 103 494.00 (SL 04)

REFERENCE NO. : Post no. 1/02/15

JOB PUROPOSE : Render a driving and related support function in the office.

REQUIREMENTS : Grade 12 or Equivalent qualification. Minimum 1- 2 years relevant experience. A valid Driver's License accompanied by Public Driver's Permit (PDP). Public Service and Departmental procedures and prescripts. **Job Knowledge:** Knowledge of record management. Driving skills, communication skills and recording skills.

DUTIES : Collect and deliver documents. Render a general support function. Maintain Knowledge of the policies and procedures that applies in the work environment. Render vehicle maintenance by checking and verifying the vehicle condition. Check dates for vehicle service and report.

Enquiries : Mrs Keolebogile Rasebitse, tel. 018 388 4782/ 4780

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