

ADVERTISEMENT

To:	All Staff	From:	Melissa Anthony
Department:	All Departments	Department:	HR Department
Campus:	All Campuses	Campus:	Central Office
Subject:	Vacancy – Driver	Date:	05 December 2019

DRIVER CENTRAL OFFICE

SALARY RANGE: R 145, 281 – R171, 138 per annum (plus access to benefits)

OPEN VACANCY
[Ref.: 33/01/2020]

REQUIREMENTS

- Basic Literacy and communication skills. (Grade 8)
- Minimum Code C (10) with a PDP.
- Five (5) years' experience with a public drivers permit.
- Over –time or Saturday work may be requested.

DUTIES

- Check all locking devices and alarm systems are operative and ensure vehicles are garaged.
 - Courier/ collect documents to/from all campuses, other colleges and specific destinations.
 - Transport of staff to meetings, workshops and seminars, college functions and events.
 - Transport of learner groups to special events and training venues.
 - Responsible for prescribed logbooks.
 - Adhoc courier or transport requested from Executive management.
- *Applications: Applicants must submit their CV, originally certified copies (not older than 3 months) of all qualifications (including school leaving qualifications), Academic Transcripts/ Statement of results, Identity document, Valid Driver's Licence (if applicable) and 2 recent contactable references. Please note that a passport or Drivers Licence will not be accepted in lieu of Identity Document. All applicants must submit a duly signed Z83 form to the Recruitment Officer, hand delivered to Northlink College - Central Office, 80 Voortrekker Road, Bellville, 7530 or posted to Private Bag X1, PANORAMA, 7506. Applicants will be subjected to a criminal background check as well as the verification of qualifications. No faxed or e-mailed applications will be considered.*
- *A complete set of application documents should be submitted separately for every post you wish to apply for. Please ensure that you clearly state the relevant post reference number on your application. Failure to attach the requested documents and incomplete applications will not be considered.*

Closing Date: 10 January 2020

Enquiries: 021 – 9709019

Preference will be given to designated groups in terms of the Employment Equity Act. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.

• **Belhar Campus**
 Tel: 021 952 2113 • Fax: 021 952 6694
 • **Bellville Campus**
 Tel: 021 951 2231 • Fax: 021 951 3967

• **Goodwood Campus**
 Tel: 021 591 3181 • Fax: 021 592 2493
 • **Parow Campus**
 Tel: 021 931 8238 • Fax: 021 931 8244

• **Protea Campus**
 Tel: 021 946 2250 • Fax: 021 949 0886
 • **Tygerberg Campus**
 Tel: 021 524 2200 • Fax: 021 524 2300

• **Wingfield Campus**
 Tel: 021 591 9207 • Fax: 021 592 3923