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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | DRIVER- FLEET MANAGEMENT SERVICES (DISTRICT) |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** |  |
| **LOCATION** |  |
| **COMPONENT** | SUPPLY CHAIN MANAGEMENT AND ICT |
| **DATE** |  |
| **POSTS REPORTS TO** | FLEET OFFICER- FLEET MANAGEMENT SERVICES |

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| **B. ORGANOGRAM** |

***SEE ATTACHED ORGANIZATIONAL STRUCTURE.***

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| **C.JOB PURPOSE** |

**To provide an internal and external messenger and driving services for functions relating to the Head Office/District/School**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
|  | **The provision of generic messenger functions which entail, amongst others, the following:**   * Collection and delivery of post from one office to the other. * Maintenance of government vehicle. * Collection and distribution of documents inside and outside the District/Department. * Transportation of District/Departmental officials from one destination to another. * The provision of wide range of administrative/messenger/driving duties and logistical support/assistance to specified line functions. * The interaction and liaison with the officials in the department regarding messenger/driver responsibilities as may be required from the District/Department. * The making arrangements for traveling as required from time to time and submit claims for travel expenditure. * The dispatch of work timeously. |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | All districts  All chief directorates |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** |  |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* Office equipment and light motor vehicle

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| **H.BUDGET** |

* Recommend expenditure as per the delegations.

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| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

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| **ESSENTIAL REQUIREMENTS** | |
| **MINIMUM EDUCATION AND TRAINING** | * Abet |
| **Minimum Experience** | * 2-3 years driving experience |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** |  |

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| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

*The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder*

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| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas. his/her key performance areas.*

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| **N. AGREEMENT** |

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| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |