



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF FINANCE

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below.

Driver (1 post) REF: 85/2024/NGM/P14

The University is looking for an energetic individual who will be responsible for driving its vehicles and transporting passengers, goods and mail delivery. This also includes loading and off-loading of goods, as well as the maintenance of the vehicles. The incumbent reports to the Manager: Transport and must meet the requirements, competencies and be responsible for the key performance areas listed below:

MINIMUM REQUIREMENTS

- Matric/Grade 12 or equivalent certificate
- In possession of the related driver's license/permits
- Two to three years related experience
- Have the necessary acumen to gain a thorough knowledge of city and suburban streets, and navigate this
- Demonstrate a high degree of work ethics, and the ability keep to timelines and departmental scheduling
- Ability to work outside of normal working hours as required by the operations
- Computer literate

COMPETENCIES

- Technical/ professional knowledge and skill
- Advanced driving skills
- Planning and organising skills
- Problem solving skills
- Verbal and written communication skills
- Good time management skills
- Able to remain calm in difficult situations

- Good standard of personal grooming and dress
- Trustworthy and reliable

KEY PERFORMANCE AREAS

- Undertake driving duties that include safely transporting students and employees to various destinations
- Responsible for the transportation of goods and mail delivery.
- Drop off and collect vehicles from merchants and airports transfers
- Vehicle inspections
- Arrange regular repairs, general maintenance and cleaning of vehicles
- Collect, transport and deliver mail
- Responsible for safety, health and environmental management
- Monitor vehicles at all times for SHE compliance
- Complete required reports / documents
- Report defects, accidents, etc
- Contribute to the overall development of SMU
- Perform any other official transport duties as directed by the Manager: Transport

Closing date: 27 November 2024

Applications through Employment Agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mrs NG Motsamai, to hr.recruitment3@smu.ac.za

OR

The applications may also be posted or hand delivered to (place in an application box):

HUMAN RESOURCES DEPARTMENT, 5TH FLOOR, CLINICAL PATHOLOGY BUILDING, SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY, MOLOTLEGI STREET, GA-RANKUWA, OR HUMAN RESOURCES DEPARTMENT, P.O BOX, 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3893

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.