



## 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 (2 Posts)**  
**(12 months fixed term contract)**  
Ref: 22/2026/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: 18 March 2026**

**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.

**The applications must be hand delivered to (not later than 16h00 on the closing date as stated on the advert):**

**Human Resources Department, 5<sup>th</sup> 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.**

Final