

ADVERTISED POST: MESSENGER DRIVER

CLOSING DATE: 14 July 2023

The South African Embassy in Brazzaville has a vacancy of a Messenger Driver

Salary: Based on experience and qualifications

1. Qualifications/ Experience

- A minimum of 10 years schooling is required plus 2 years' driving experience with a good knowledge of defensive driving techniques; and
- a valid local driver's license

2. Required Job Competencies

- Adheres to the South African Public and Finance Management Act (No 1 of 1999) and Treasury regulations
- Willingness to learn the Department of International relations and Cooperation business, familiarize with Rules and Regulations of Finance Management and Supply Chain Processes
- *Good communication and writing skills in English and French language*
- Interpretation and translation skills from French to English and from English to French language
- Good interpersonal skills
- Sense of urgency and ability to work under pressure
- Organised and able to meet assigned deadlines
- Good driving skills
- Read maps
- Mechanically inclined
- Load and unload of heavy luggage and packages
- Holder of a valid driver's license
- Flexibility to work extended hours

3. Duties/Responsibilities

- Perform Messenger Driver duties for the Chancery
- Assist the Chauffeur in minor duties in collaboration with the Head of Mission
- Transport of other authorized official passengers
- Ensure proper maintenance of the service vehicle
- Assist with incoming and outgoing mail
- Assist in administrative tasks

4. The successful candidate will be expected to:

submit certified copies of all required documents as listed below:

- Schooling certificate
- Congolese Nationality certificate. Those who are not holding a Congolese Nationality should provide the certified copy for work permit
- A police clearance report without criminal record
- A valid local driver's license

sign a performance agreement and be able to work outside normal working hours as an when required

Candidate to serve probation period before the post confirmed as permanent

The minimum annual salary range is **CFA 4 801 360 (Level 3.1)** per annual excluding fringe benefits (depending on qualifications and experience).

Interested individuals should submit in English their Application with a CV and certified copies of certificates as mentioned in paragraph 4 above, either by post / hand delivery or Mr T Monaisa (email monaisat@dirco.gov.za) not later than **14 July 2023**.

All the foreign certificates and supportive documents should be translated to English with attached original copies

NB ONLY CANDIDATES SHORT LISTED WILL BE CONTACTED FOR AN INTERVIEW TO BE CONDUCTED AT THE EMBASSY. THE EMBASSY WILL READVERTISE THE POST, IF NO SUITABLE APPLICANTS ARE IDENTIFIED.

SHOULD THE EMBASSY NOT CONTACT THE APPLICANTS WITHIN A MONTH AFTER THE CLOSING DATE, YOU SHOULD CONSIDER YOUR APPLICATION UNSUCCESSFUL.

All documents to be forwarded to:

For Attention: Mr TJ Monaisa/ Ms C Locko/ Ms F Loembe

Address: South African Embassy

Alee des Aglions, commune de Poto-Poto

Quartier Chaminade

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Brazzaville

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