

ADVERTISED POST: MESSENGER DRIVER

CLOSING DATE: 24 May 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' experience as Chauffeur 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 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
 - Candidate to submit a police clearance report without criminal record
 - Candidate who are not holding a Congolese Nationality should provide the certified copy for work permit

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 their Application with a CV and certified copies of certificates by post or hand delivery not later than **24 May 2023** in English

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 APPLICATS ARE IDENTIFIED.

SHOULD THE EMBASSY NOT CONTACT THE APPLICANTS WITHIN A WEEK 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
Centraville
Brazzaville**

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