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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION **Operator/Driver**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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OPERATOR/DRIVER

Department:	Community Development
Branch:	Library and Information Services
Designation:	Operator/Driver
Remuneration:	R12 076,97pm (basic salary, excluding benefits)
Location:	22 Solomon Street

Minimum Requirements:

- Grade 12/NQF level 4 plus Code 10 valid driver's license with PDP;
- 1 year relevant experience;
- Knowledge of safety regulations and traffic laws;
- Basic vehicle maintenance knowledge;
- Detail orientation and Navigation.

Primary Function:

Support library and information services to the community through the transportation and delivery of materials/staff to various service points throughout the City and assist with library-related bibliographic and/or programmes delivery duties as well as clerical and administrative duties.

Key Performance Areas:

- Provide transportation and delivery services to the library;
- Assisting with programme delivery duties;
- Assisting with routine bibliographic duties;
- Assist with the daily administrative and operational tasks of the library;
- Partake in personal and staff skill development;

Leading Competencies:

- Confidentiality;
- Time Management, working independently, under pressure, and ability to prioritise.

Core Competencies:

- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery focus (Batho Pele) Ethics, Professionalism;
- Adherence to City's protocols, legislation, and standards.



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“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/165noCHkBTQ62sbiIU55Aagew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Thato Sepuru
Tel No: 011 407 7198

CLOSING DATE: THURSDAY, 07 DECEMBER 2023

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.