



## **We're Hiring!**

**Job Title:** Driver Messenger

**Responsible to:** Head Driver

**Working Hours:** 07.00 am to 04.00 pm

**Location:** SPGA Headquarters

**Required License:** Class 2, 4 & 6

### **Main duties and responsibilities:**

- Update the log book of vehicle use on a daily basis for proper recording of mileage.
- Conduct a daily minor maintenance check of oil and water and brakes before using the vehicle.
- Collection and delivery of official materials, purchases from outside businesses to the various sites of SPGA and vice versa.
- Transportation services for staff and other personnel as may be required.
- Ensure road worthiness and insurance of vehicles are valid for safety and advice to the Administrative Officer for renewal.
- Reports periodic servicing needs of the vehicle in advance to ensure its proper handling and maintenance.
- Ensures safe keeping of vehicle accessories e.g., Jack, first aid kit, etc.
- Ensure that accidents to the vehicle are reported immediately and a statement in within 24 hours of the accident.
- Maintain the cleanliness and appearance of allocated vehicle.

### **Requirement**

Secondary level of Education, plus at the 3 years working experience as a driver with a clean driving record.

### **Skills**

- Ability to read and write simple messages/instructions.
- Basic knowledge of vehicle engine and essential maintenance.
- Polite & Courteous

Forward your Cover Letter and CV to: [a.cedras@gov.sc](mailto:a.cedras@gov.sc) / [ldocteur@gov.sc](mailto:ldocteur@gov.sc) / [rochellelobban@gov.sc](mailto:rochellelobban@gov.sc) / [darius.padayachy@gov.sc](mailto:darius.padayachy@gov.sc)

**Closing date: 29<sup>th</sup> August 2025**

For more details, contact us on 4225114