



We're Hiring!

Job Title: Driver Messenger

Responsible to: Head Driver

Working Hours: 07.00 am to 04.00 pm, including a one-hour lunch break

Location: SPGA Headquarters

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, 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 roadworthiness and insurance of vehicles are valid for safety and advise 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 is made within 24 hours of the accident.
- Maintain the cleanliness and appearance of the allocated vehicle.

Requirements:

- Secondary level of Education, plus 3 years of working experience as a driver with a clean driving record.
- License Numbers 2,4 &5

Skills:

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

Forward your Cover Letter and CV to: a.cedras@gov.sc / l.docteur@gov.sc / rochellelobban@gov.sc / darius.padayachy@gov.sc

For more details, contact us at 4225114

Closing date: 12th November 2025