



**iSimangaliso**  
*Wetland Park*



**VACANCY**  
**DRIVER (X2 POSITIONS)**

**Ref: HR/55/2024**

**TOTAL REMUNERATION PACKAGE: R252 971 per annum (all inclusive) Medical Aid will be additional.**

The iSimangaliso Wetland Park Authority, a renowned World Heritage Park where conservation, sustainable tourism and benefit sharing prevails, is looking for two (2) Drivers.

**REQUIREMENTS:**

- Grade 12 qualification
- 1-2 years' driving experience.
- Knowledge of relevant Legislation
- Sound Interpersonal skills.
- A Valid driver's license is essential.
- PDP will be an added advantage.
- Extensive traveling is required and willingness to work extended hours including overtime.

**SKILLS AND COMPETENCIES:**

- Physically Fitness for the post,
- Ability to Drive,
- Honesty,
- Self-Discipline
- Reliability,
- Knowledge of administration and document management.
- Good interpersonal skills

**DUTIES:**

The successful candidate will be responsible for, amongst others the following specific tasks:

- Provide driving/messenger services for iSimangaliso Wetland Park Authority
- Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage, fuel consumption.
- Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition.

- Handle routine and ad-hoc administrative tasks relevant to the execution of the function.
- Collect, distribute, and control movement of documents.
- Ensure proper and secure control over movement of documents.
- Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management.
- Coordinate and liaise with Management to ensure that minor/major vehicle maintenance are carried out.

Please send your application letter with a detailed CV stating the reference number for the position you apply for with certified copies of qualifications and ID, plus a valid driver's licence attached to; [Recruitment@isimangaliso.com](mailto:Recruitment@isimangaliso.com) before 16h00 on 11 April 2024 at 16h00. Failure to submit certified copies of qualifications will result in your application not being considered. Qualifications and experience must be stated both in the covering letter and CV. No application will be accepted after the closing date and time.

Appointment of candidates into positions will be made at the sole discretion of the iSimangaliso Authority and no correspondence will be entered into. It is the responsibility of the applicant to make sure that their applications have been received. Applicants who have not received any response within 60 days from closing date should consider their application unsuccessful. In line with our Employment Equity policy members of the designated groups.