



Applications are invited from suitably qualified candidates for the position of: **Driver** – in the Operations and Finance department. The monthly guaranteed package will be **R17 659**.

The closing date for applications is **Friday, 26 January 2024**.

Please note that preference will be given to EE candidates, especially Women are encouraged to apply for this position.

To access the job application form, please [click here](#). Please submit your application by completing the **Job Application form** (if you are not a SARU employee) to the Human Resources Department at careers@sarugby.co.za. Your application should be accompanied by your CV.

The applicant hereby consents to SARU processing any of applicant's personal information as defined in the Protection of Personal Information Act ("POPIA").

Details of the job are listed in the Job description below.

Kind regards

Human Resources Department

1. Job Particulars:	
Job Title: Driver/Office Assistant	Department: Operations & Finance
Direct Reports: no	Travel Required: no
Reports to: Asset Care Supervisor	
2. Purpose of Job:	
To ensure efficient and timely transfers of all SARU stakeholders and to assist the Print Room with administrative duties as and when required.	
4. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none">• Transfer all SARU delegates, employees to and from relevant destinations;• Perform appropriate maintenance and safety checks on vehicle before transporting passengers;• Complete Log book on a daily basis indicating maintenance and safety checks completed and report on any faults such as brakes, tyres, light defects etc;• Ensure that the vehicle is refueled and serviced according to the service time limit;• Coordinate and collect all company mail, passports and visas that have been extracted from the Asset Care Helpdesk;• Prioritise and plan activities accordingly with Line Manager;• Execute tasks according to final plan;• Ordering and assisting with issuing of stationery to staff;• Assist with bulk photocopying, binding, printing and laminating for all departments on request and according Asset Care Desk requests;	



(An Incorporated Association Of Persons) | President: M.A. Alexander | Deputy President: F. Davids | CEO: R Oberholzer
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THE SOUTH AFRICAN RUGBY UNION

- Assists with the issuing of manuals for various provinces;
- Assists with stocktaking of stationery on a monthly basis;
- Prepares the packaging of manuals and other items for Globe Flight.

5. Experience & Expertise (Typical educational qualifications & experience)

a. Educational background

- **Grade 12- Essential**
- **Valid Driver's Licence-Essential**
- **PDP driving certificate-Essential**

b. Experience (years and nature)

2- 3 years' experience as a PDP Driver

1 -2' experience in administration

6. Critical Competencies

- **Organising skills – Essential**
- **Interpersonal skills – Essential**
- **Attention to detail – Essential**
- **Problem solving – Desirable**
- **Administration skills – Essential**