

VACANCY	
Job title:	Driver
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To transport patients and clinical staff to and from different destinations and to collect/deliver documents from various locations in accordance with the relevant policies and procedures
Location:	22 Esselen street, Hillbrow Johannesburg.
Closing date:	13 September 2024
Submit detailed CV to:	Vacancy4@wrhi.ac.za
Advert reference number:	ND012_2024
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

- Keep the vehicles clean and carry out the necessary checks.
- Operate the vehicle with care and consideration to other road users.
- Report any vehicle faults, repairs or accidents timely.
- Liaise with management for daily transport schedule.
- Complete relevant vehicle usage forms in accordance with policy.
- Confirm that patients have their files prior to being transported.
- Transport patients safely to and from destinations.
- Transport staff for home visit purposes.
- Collect and deliver documents and/or goods safely.
- Obey traffic rules at all times.
- Provide any other ad hoc duties as assigned by management.
- Assist with ad hoc administrative and maintenance duties as assigned by management.
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
- Maintain a positive attitude and respond openly to feedback.
- Take ownership for driving own career development by participating in ongoing training and development activities

Required minimum education and training

Grade 12 (basic numeracy and literacy) with a valid South African driver's license (Code 08 or Code 10).
PDP

Desirable additional education, work experience and personal abilities

Certification in advanced driving or a Professional Drivers permit. Able to work independently. A professional and positive disposition. Customer orientated and tactful. Self-motivated with a high regard for work ethic, values and integrity.

Required minimum work experience

Minimum of 1-year experience as a Driver

Demands of the job

Long hours will be spent on the road travelling. Punctuality and good time keeping must be adhered to at all times. Good sense of direction. Required to wear corporate clothing. Able to handle situations of breakdowns, hi-jacking etc.

Should you be interested in applying for this vacancy, please send an email to vacancy4@wrhi.ac.za The subject heading of the email must read **ND012_2024** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV