

VACANCY

Job title:	Driver
Type:	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary
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:	Helen Joseph Hospital, Westdene, Johannesburg
Closing date:	09 December 2025
Submit detailed CV to:	Vacancies36@witshealth.co.za
Advert reference number:	DRIVER
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 user
- Report any vehicle faults, repairs or accidents timely
- Log book completed accurately
- Liaise with management for daily transport schedule
- Complete relevant vehicle usage forms in accordance with policy
- 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
- Collect/send documents to WHC, Ethics, SAHPRA, HERO, Sizwe etc
- Delivery of postage and other parcels
- Minor maintenance duties as assigned by the Office Manager
- 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

- Matric/Grade 12
- Valid South African driver's license (Code 08 or Code 10) with Professional Drivers permit

Required minimum work experience and abilities

- Knowledge of Gauteng areas. One year driving experience will be beneficial

Desirable additional education, work experience and personal abilities

Experience driving in Gauteng and surrounding areas. 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. No criminal record or road accidents.

Should you be interested in applying for this vacancy, please send an email to Vacancies36@witshealth.co.za. The subject heading of the email must contain the vacancy reference number or 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