



**SOUTH AFRICAN TOURISM**

## **DRIVER / MESSENGER**

The following vacancy exists for a Driver in the Facilities and Fleet Unit, reporting to the Facilities and Fleet Manager at the Head Office in Sandton. If you possess the required skills and experience we invite you to apply.

### **PURPOSE OF THE JOB**

Responsible for handling effective and safe logistics for people, business documentation, postal mail, materials, and goods as per business requirements.

### **KEY OUTPUTS**

#### **Perform Deliveries/Collections, and drive staff**

- Transport Board Members, Executives, Staff, and SA Tourism guests for work-related purposes including meetings and events, to/from Gautrain station, airport and/or hotel accommodation.
- Collect work-related parcels ensuring they are handed to the correct recipient at SA Tourism.
- Collection of in-house vending machine consumables, record purchases and submit proof to Finance.

#### **Messenger Duties**

- Effectively and safely collect, deliver, and transport mail, documents, materials, and goods as required within the area of accountability.
- Maintain messenger records of daily visits in the log book and file all signed-off delivery/collection, or Driver request forms.

#### **Administration**

- Handle routine and ad-hoc administrative tasks relevant to the execution of the function.
- Maintain the filing system for request forms 100% correctly. All documents are to be available upon request.
- Assist in office duties like filing, copying, and printing of documents.
- Daily record of fuel cards purchases, toll-gates and other vehicle documents.

#### **Handyman Duties**

- Carry out handyman duties according to specification (minor building wear-and-tear maintenance)
- Movement of furniture or brand & marketing equipment as required - upon request.
- Contribute towards Health and Safety around the building.
- Assist with Asset Verification.



**SOUTH AFRICAN TOURISM**

**Documents Distribution**

- Assist the business with documents binding, distribution and/or delivery to meeting venue.
- Distribute traffic infringement notices and documents received via mail.

**QUALIFICATIONS AND EXPERIENCE**

- Grade 12 or equivalent.
- Valid Code B Driver's license and Advanced Driver skill certificate (advantageous)
- Minimum 2 years' experience as a Driver (essential)
- Exposure to building maintenance / handyman functions.
- Ability to do routine clerical work such as filing, sorting, and record keeping.

Visit us @ [www.southafrica.net](http://www.southafrica.net)

---

Please send your detailed CV to : [finance@southafrica.net](mailto:finance@southafrica.net)

Closing date : **26 September 2025**

**No late applications will be accepted.**

Should you not have heard from us within two weeks after the closing date, kindly consider your application unsuccessful.