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## **DRIVER PERMANENT MASIPHUMELELE**

The Desmond Tutu Health Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu Health Foundations' exciting future.

We invite applications from candidates for the permanent position as a Driver for the Masiphumelele Site. The main purpose of this position is to ensure the secure transportation of goods, staff, and patients to and from the required destination as well as assist with general duties.

### **Requirements:**

- Grade 12
- Valid South African code 10 drivers licence and PDP licence
- At least 1-2 years' driving experience
- Working knowledge to do routine maintenance on vehicle
- Knowledge of national and local traffic laws and regulations
- Basic computer skills – Microsoft Office
- Planning of daily delivery routes
- Ability to function in a team and able to work independently
- Good time management
- Interpersonal skills
- Maintain strict client confidentiality
- Diligent attention to safety
- No traffic violations or offences
- Willingness to travel and work irregular hours, including weekends

### **Advantageous:**

- Experience in working in a research environment
- Advance driving course
- Possess a sound knowledge of Cape Town, Masiphumelele and surrounding area
- Candidate living in Masiphumelele
- Dangerous good certificate

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PASSION | INNOVATION | PROGRESS

Non-Profit Company : Registration no. 1999/005072/08 : NPO no. 148-956

Public Benefit no. 18/11/13/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim (Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr A M Kubeka

[www.desmondtutuhealthfoundation.org.za](http://www.desmondtutuhealthfoundation.org.za)

**Values fit: Passion Innovation Progress Integrity Respect Excellence**

**Responsibilities:**

- Driving the site vehicle daily to pre-arranged sites
- Technical maintenance of sites vehicles
- Operate a vehicle to transport persons and goods to and from specified destinations, as directed
- Perform routine vehicle maintenance, such as checking oil, water, and tyres
- Report any non-routine problems or malfunctioning equipment to management
- Follow specified instructions, procedures, and standards for the efficient and safe operation of the vehicle, and for the care and safety of passengers
- Conform to all national and local traffic laws and regulations governing the operation of a vehicle for passenger use
- Assist the project coordinator with stock control and counting
- Safely transport equipment, staff, participants and/or other personnel to various research sites and required locations a timely, safe and courteous manner on a daily basis and when required while observing road rules at all times
- Routine maintenance on site and vehicles
- Report any non-routine problems or malfunctioning equipment to management verbally and in writing and where possible assist in obtaining quotes and notify manager of maintenance issues and service and services due
- Make arrangements for project vehicles to go for routine and annual services

To apply, there is a two-step process:

1. Complete the questionnaire by clicking on the link:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=FWpmYe6zd0WycrFbbzNU\\_NMzrBpM0\\_tDiZfSo11pqh1UNVRMU1FTNTIHUzhUMjIPMkUyRUxTOTJYQy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=FWpmYe6zd0WycrFbbzNU_NMzrBpM0_tDiZfSo11pqh1UNVRMU1FTNTIHUzhUMjIPMkUyRUxTOTJYQy4u)
2. Submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager [Jobs@hiv-research.org.za](mailto:Jobs@hiv-research.org.za) by 22<sup>nd</sup> September 2020 and include the reference number: #DTHF/C019. Incomplete applications will not be considered. Only applicants who have completed both applications steps, will be considered.

*NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.*

I understand and accept that, by applying for this role, I authorise Desmond Tutu Health Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

*This job may be removed before it expires.*

*If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.*

*Desmond Tutu Health Foundation is a child friendly organisation committed to the protection of children.*

**For more information about the organization please visit our website at [www.desmondtutuhealthfoundation.org.za](http://www.desmondtutuhealthfoundation.org.za)**