



**PROPERTY PRACTITIONERS  
REGULATORY AUTHORITY**

**Vacancy: Driver - Head Office  
Permanent**

**OVERALL RESPONSIBILITY**

The driver role is responsible for providing driving and delivery services to the company by ensuring that all the incoming mail is distributed, and outgoing mail is couriered / delivered to destinations. The role also ensures that vehicles are controlled and maintained in order to support the functioning and priorities of the facilities function.

**MINIMUM REQUIREMENTS**

- Literacy and Numeracy abilities (Grade 10) and an endorsed Driver's License.
- Minimum 2 years' working experience in an administrative capacity.
- Geographical locations and map reading abilities.
- Knowledge of administrative processes.
- Computer literacy - MS Office (Word, Excel, PowerPoint, Outlook and Internet Explorer) at an intermediate level.
- Customer facing skills and customer service skills.
- Teamwork and relationship-building skills.
- Organisational, interpersonal skills and results orientation.
- Stakeholder orientation.

**KEY RESPONSIBILITIES**

- Provide transportation and delivery services for the PPRA.
- Develop and manage daily schedules to accommodate transportation requirements including the completion of the logbook.
- Adhere to all traffic rules and requirements.
- Maintain the petrol card.
- Keep vehicles in a roadworthy condition, maintained according to standards and regularly serviced and liaise with the Finance Department when vehicles need to be serviced and assist with bookings.
- Collect, deliver and distribute company mail according to timeframes reflected on the schedule.
- Ensure that stakeholders can provide feedback on service delivered.
- Deliver optimal customer service to all stakeholders that so as to add value to the business and generate low complaints rates.

**REMUNERATION:**

Market related remuneration will be negotiated with the successful candidate.

**TERM OF APPOINTMENT:**

Permanent.

**HOW TO APPLY:**

- Applications must be submitted in writing and must contain a detailed CV and a motivation for application.
- Preference will be given to candidates whose appointment will enhance representivity.
- Applications received after the closing date will not be considered.



The PPRA is an equal opportunity employer. The post is open to all without distinction.

**CLOSING DATE: 18 February 2024**

Candidates should communicate their interest to the above positions by **18 February 2024** through e-mail to [vacancies@theppra.org.za](mailto:vacancies@theppra.org.za)

Should applicants not receive any correspondence within three weeks after the closing date, they must accept that their applications have not been successful.