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|--------------------------|--------------------------------------------------------------|
| <b>Job Title:</b>        | Freelance Drivers x 2                                        |
| <b>Organisation:</b>     | National Electronic Media Institute of South Africa (NEMISA) |
| <b>Department:</b>       | Corporate Services                                           |
| <b>Location:</b>         | Auckland Park, Gauteng                                       |
| <b>Rate Per Day:</b>     | R800.00                                                      |
| <b>Reference Number:</b> | NEM-29/06/2026                                               |

## MAIN PURPOSE OF THE JOB

To assist with the Institute's delivery services and ensure messenger services are efficiently and consistently done in accordance with the Institute's policies and procedures.

## JOB DUTIES

### (a) Messaging and Delivery Coordination

- Ensure that the Institute's delivery/messenger activities are executed effectively, efficiently, and consistently in accordance with the Institute's policies and procedures.
- Ensure accurate maintenance of delivery/messenger records.
- Provide transportation services as required to employees and students of the Institute.

### (b) Vehicle Maintenance

- Ensure the appropriate use of the Institute's vehicles in accordance with policies and procedures.
- Ensure proper and consistent maintenance of the Institute's vehicles in accordance with the Institute's policies and procedures.
- Ensure that the vehicles are always kempt.
- Record all vehicle maintenance work.
- Ensure that the Institute's vehicles are always secured.

### (c) Compliance

- Provide and ensure the proper use of the Institute's petrol cards in accordance with the Institute's policies and procedures.
- Provide and submit accurate records of vehicle and travel-related expenditures.
- Adhere to national road rules and regulations while in possession of any Institute vehicle for the execution of the Institute's activities in accordance with the Institute's policies and procedures.

### (d) Stakeholder Relations

- Communicate with stakeholders as required in an effective manner.
- Ensure the professional accompanying of NEMISA employees, students and customers as required.

## Education: Formal Qualifications

*Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.*

### Level of Education:

- National Senior Certificate or equivalent
- Code 10 or 14 South African Driver's License with PDP
- Valid Advanced Driving Certificate

## Job related Work Experience

*Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.*

### Minimum:

- Minimum 2 – 3 years delivery and/or transporting experience.

## Job related Knowledge

*Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories, and principles.*

- Knowledge of South African Traffic protocols.
- Knowledge of local town/city roads and localities.
- Knowledge in the search and use of location navigation systems or software.

## Job related skills, competencies & personality traits required.

*Job-related skills are typically gained through formal or informal training programs. (This excludes programs through which Formal Qualifications are attained. Skills refer to how to do things. They are demonstrated in the application of techniques and procedure.*

### BEHAVIOURAL COMPETENCIES

- Decision making skills
- Problem solving skills
- Interpersonal skills
- Communication skills
- Working under pressure
- Quality and service focus
- Integrity
- Accountability
- Diligent
- Flexibility and adaptability

### TECHNICAL COMPETENCIES

- Driving skills
- Time management
- Multi-tasking skills

### Important note:

- Please email through your comprehensive CV and certified copies of qualifications/supporting documents to: [freelancedrivers@nemisa.co.za](mailto:freelancedrivers@nemisa.co.za).
- If you do not hear from us within two weeks of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing date: **3 July 2026 (16:30)**.

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.*