



## Driver / Office Assistant Vacancy

Applications are invited from suitably qualified candidates in line with the Employment Equity Plan of South African Rugby Union ("SARU") for a **Driver / Office Assistant** role in the Operations and Finance department based in Cape Town.

The closing date for applications is **Friday 04 July 2025**.

Please submit your application by completing the Job Application form (if you are not a SARU employee) to the Human Resources Department at [careers@sarugby.co.za](mailto:careers@sarugby.co.za). The application should be accompanied by a CV.

The applicant hereby consents to SARU processing any of their personal information as defined in the Protection of Personal Information Act ("POPIA").

Personal information submitted to SARU will be subjected to verification, vetting and screening process. Details of the job are listed below.

### Job Description

1. Job Particulars:	
Job Title: Driver/Office Assistant	Department: Operations & Finance
Direct Reports: None	Travel Required: No
Reports to: Asset Care Supervisor	Job Grade: B2
2. Purpose of Job:	
To ensure efficient and timely transfers of all SARU stakeholders and to assist the Print Room with administrative duties as and when required.	
3. Key Results/ Accountabilities expected from job	
<ul style="list-style-type: none"><li>• Transfer all SARU delegates, employees to and from relevant destinations;</li><li>• Perform appropriate maintenance and safety checks on vehicle before transporting passengers;</li><li>• Complete Log book on a daily basis indicating maintenance and safety checks completed and report on any faults such as brakes, tyres, light defects etc;</li><li>• Ensure that the vehicle is refuelled and serviced according to the service time limit;</li><li>• Coordinate and collect all company mail, passports and visas that have been extracted from the Asset Care Helpdesk;</li><li>• Prioritise and plan activities accordingly with Line Manager;</li><li>• Execute tasks according to final plan;</li><li>• Ordering and assisting with issuing of stationery to staff;</li><li>• Assist with bulk photocopying, binding, printing and laminating for all departments on request and according Asset Care Desk requests (as required).</li></ul>	
4. Experience & Expertise (Typical educational qualifications & experience)	
<b>Educational background</b> <ul style="list-style-type: none"><li>• Grade 12- Essential</li><li>• Valid Driver's license (Code C1 or EC1) with a clean driving record - Essential</li><li>• Valid Professional Driver's Permit (G,P) -Essential</li></ul> <b>Experience (years and nature)</b> <ul style="list-style-type: none"><li>• 3-5 years' experience as a PDP Driver specialised in transporting Executives and staff</li><li>• 1 -2 years experience in administration - Desirable</li><li>• Own vehicle - Essential</li></ul>	



## 5. Critical Competencies

- Organising skills – Essential
- Interpersonal skills – Essential
- Attention to detail – Essential
- Problem solving – Desirable
- Administration skills – Essential