



VACANCY - 2920

REFERENCE NR	:	VAC00526/27
JOB TITLE	:	Driver
JOB LEVEL	:	B5
SALARY	:	R 220 972 – R 331 457
REPORT TO	:	Executive Support Manager
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To provide safe, reliable and efficient transportation services, ensuring timely travel and maintaining the assigned vehicle in a clean and roadworthy condition.

Key Responsibility Area

- Provision of Executive travel support services for SITA
- Handle minor and coordinate major vehicle maintenance indirectly through third party service companies.
- Run various errands as and when required.
- Assist with office administration as and when required.

Qualifications and Experience

Minimum: Grade 12 / Matric (NQF 4) or equivalent.

Certification: A current and valid South African Driver's License and Valid Professional Driving Permit (PDP) Additional driving or transport-related certification will be an added advantage.

Experience: 1 – 2 Years of experience of being a personal driver to a Senior Executive/ Personal Chauffeur experience.

Technical Competencies Description

Knowledge of: Good knowledge of road networks and South African traffic laws. Familiarity with GPS devices and navigation tools. Basic vehicle maintenance knowledge. Understanding of organisational transport policies and procedures. Excellent time management skills. Exceptional problem solving and decision-making skills. Emotional Intelligence. Knowledgeable in driving high end luxury cars. Flexible and innovative, with strong sense of responsibility. Good verbal and written communicative skills (English language). Ability to exercise extreme confidentiality and discretion.

Client orientation and good customer service skills. Computer literacy. Have punctuality and a strong sense of urgency. Ability to be always focused and alert. Ability to drive long distances and sit for long periods of time. Knowledge and experience in advanced troubleshooting is an advantage. Knowledge of car mechanic and troubleshooting is an advantage. Must be willing to work extended hours, maintain a flexible schedule, and be available to work on weekends and public holidays as operational demands require.

Other Special Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;

3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

CV`s sent to the above email addresses will not be considered

Closing Date: 19 May 2026

Disclaimer

SITA is an Employment Equity employer, and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, verification of the applicants' documents (Qualifications), and reference checking.
- Correspondence will be entered into with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.