



The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre (Braamfontein), Roodepoort Theatre and Soweto Theatres

Department : Joburg City Theatres
Branch: Building and Security
Designation: Driver: x 2
Ref: D/2019
Salary: R 9.326.60 pm (plus applicable benefits)

Key responsibilities will include, but not be limited to:

- Daily collections and deliveries of food and beverage stock items and operating equipment between the Joburg Theatres, warehouse and all the relevant Theatres including the Joburg Zoo
- Transportation of staff between venues and events
- Photocopying as and when required
- Binding of documents
- Collection of mail and distribution thereof
- Support for the Governance offices
- Maintenance, safekeeping, inspection and cleaning of the company vehicles
- Keep file, diary and travel logbook of daily activities
- Constantly identifying areas to display posters and flyers
- Good communication skills in English Language
- Adhere to deadlines
- Ability to relate and work with people
- Be able to work extended hours and be able to travel.

Education and experience required:

Grade 12 (NQF Level 4) Matric • Code EB (8) • Valid Public Permit Driver (PDP) • Minimum of 5 years' practical experience in driving preferable in public sector.

Interested persons are requested to send a cover letter and detailed CV, quoting the relevant reference number to Mr. Thomas Sadiki, Human Resources Manager, Joburg City Theatres, via email to: jobapplications@joburgtheatre.com

Enquiries: (011) 877 6821

Closing date: 4 June 2019

Joburg City Theatres is an equal opportunity employer and this position will be filled in line with its EE targets. **Preference will be given to designated groups including people with disabilities.**

JCT reserves the right not to make an appointment. Applications must contain at least 2 referees. Please ensure that applications are accompanied by certified copies of qualifications as per job requirements. Certified copy of Identity document is a prerequisite. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.

Only those applicants required for an interview will be contacted.