

inquest in the section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Maintain register of outgoing mail. Maintain telephone list.

**ENQUIRIES** : Thuba Thubakgale Tel No: 015 045 0285  
**APPLICATIONS** : e mail Recruit2022235@npa.gov.za

**POST 20/90** : **DRIVER MESSENGER REF NO: RECRUIT 2022/236**  
National Prosecutions Service

**SALARY** : R147 459 per annum (Level 04), (excluding benefits)  
**CENTRE** : DPP: Pietermaritzburg

**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Registry procedures. Able to work extended hours. Excellent communication skills. Able to work under pressure. Valid driver's license.

**DUTIES** : Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.

**ENQUIRIES** : Thabsile Radebe Tel No: 033 392 8753  
**APPLICATIONS** : e mail Recruit2022236@npa.gov.za