Internal / External Advertisement – Driver Vacancy

Job Title	Driver
Job Type Classification	Fixed-Term Contract (with a possibility of becoming permanent)
Operating Company	Pamodzi Unique Engineering
Reporting to (Job Title)	Senior Dispatch Clerk
Location – Town / City	Benoni
Rate	DD5
Equity Requirements	EE & AA
Availability	To start 16 November 2026 or earlier
Closing date	30 October 2026

Key Performance Area:

Deliveries and collections made according to dispatch schedule

- Pumps to be securely packed and strapped to prevent damage
- Deliveries and/or collections scheduled for the day completed within agreed priorities and timeframes, and any deviations to be reported to the dispatch clerk immediately
- Signatures should be obtained for all deliveries and documentation to be presented to relevant personnel (e.g. POD's to dispatch clerk for deliveries and invoices/ delivery notes to receiving clerk for collections)
- Required to be accurate; completed and signed documents with physical components to be presented to relevant personnel
- Ensure that all goods signed for correspond with the relevant documentation
- Required to check the quantities as well as the quality of the goods against documentation when making collections and raising any concerns prior to signing receipt
- Required to report to the dispatch office on arrival from customers and /or suppliers and hand in a copy of the trip sheet to the dispatch clerk
- Responsible for the safety of the vehicle and goods
- Responsible for the adherence to traffic regulations at all times
- Assist in loading and off-loading of the vehicle
- Delays in deliveries resulting in overtime must be pre-approved by superior prior to deliveries / collections being made
- Any problems, emergencies or deviations to be reported to dispatch clerk immediately either in person or via telephone

Vehicle maintenance and handling of company property

- Required to keep company vehicles clean and in good running order
- Required to complete vehicle check list every morning and afternoon before the start of each shift and after the end of every shift
- Any concerns arising from the completion of the check list must be reported to the dispatch clerk as soon as possible
- Fuel and oil slips as well as all other accessories purchased using the vehicle card should be presented to the dispatch clerk within the same day of purchase.
- Safety regulations adhered to as per client requirements
- Cell phone prepaid airtime to be available for calls at all times
- Required to be contactable on your cell phone at all the times during working hours
- Keys to be handed to dispatch clerk at the end of every shift or to security if after hours or to the stores supervisor during shift if dispatch clerk is not available

Security, assistance & Stock take

- Take responsibility of ensuring that gates and doors are locked at all times ensuring the safekeeping of Company assets
- Report stock variances to immediate superior
- Keep records of all works orders issued with shortages and communicate with stores personnel on regular basis for follow up
- Ensure correct kit-issuing (what is issued physically is exactly what is issued on the system), and the issued quantities match

Security, Assistance & Stock take

- Take responsibility of ensuring that the security gates & doors are always locked ensuring the safekeeping of company assets
- To assist in other departments when required to do so
- Compulsory to work overtime during quarterly and annual stock takes

Adherence to all Company policies, procedures and standard operating procedures and ensure familiarisation with all available amendments

- Adherence to all SHEQ policies always and advise other staff members to do so
- The right to stop non-conforming products and report this immediately to immediate management
- The right to inform immediate management of any breach to Company policies, procedures or SOPs by fellow employees

Preferred Minimum Education & Experience

- Matric or equivalent
- Code 10 + PdP

For more information contact, Thandi Tshabangu, Tel no.: 011 826 6111, email address: recruitment@uniqueeng.co.za Please specify which position you are applying for. If you have not had any response within 2 weeks from the closing date, please consider your application unsuccessful.

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