
DIRECTORATE
FINANCE

Courier

DEPARTMENT

Supply Chain Management

SALARY

Basic: R 204 812,00 p a

REFERENCE NUMBER

FIN 78/26 Ext

CLOSING DATE

22.09.2026

ELIGIBILITY

Suitably Qualified
Candidates

Requirements

- Grade 12
- 1 - 2 years' relevant experience
- A valid code A / B/ C1 driver's license with PrDP
- Computer literacy: MS Office
- Please note that a medical examination and driver assessment are required for the courier position.

Key Performance Areas

- Performs routine administration tasks relating to the delivering and collecting documentation and goods.
- Assists with routine office duties, including filing, sorting, and organizing documents.
- Performs specific tasks and activities prior to and on completion of allocated assignments, by ensuring instructions and departmental procedures and Occupational Health and Safety are complied with.
- Clean, maintain vehicle regularly and neatly to ensure safe and efficient usage thereof. Ensure vehicle is serviced as and when required
- Reports issues related to vehicle use or delivery problems promptly to management.
- Ensure obtaining the correct signatures when delivering or collecting goods.
- Assist with the general housekeeping as required from time to time to ensure that stock is efficiently stored in a clean and safe environment.

How to Apply

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent



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employment.

External candidates: APPLY ON LINE VIA
www.capetown.gov.za/careers

Internal staff: APPLY ONLINE VIA SAP PORTAL

Certified copies of qualifications must be available on request.
Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful



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