

MESSENGER (HANDYMAN)

With more than 1.2 million active members and around 480 000 pensioners and beneficiaries as well as assets worth more than R2.1 trillion, the Government Employees Pension Fund is a defined benefit fund that manages pensions and related benefits on behalf of government employees in South Africa. It is the largest pension fund in South Africa and Africa. The GEPF is currently seeking to appoint a suitably qualified individual with the relevant experience to fill the role of a Messenger (Handyman) position within Corporate Services Department.

Purpose of the role: To collect and deliver mail, documents and parcels into and out of the Government Employee Pension Fund, and perform the associated administrative support activities. To perform general maintenance and repair of the building and equipment

Key Responsibilities: • Collect and deliver mail, documents, and parcels timeously • Perform administrative support duties as required • General maintenance of company vehicle/s • Performing general maintenance and repairs of the building and equipment

Qualifications, Experience, Knowledge and Skill: • Grade 12 or equivalent qualification • Valid Code C1 driver's license • Public Drivers Permit (PDP) • 3 - 4 years messenger driver experience • Handyman and maintenance experience • Basic Computer literacy especially MS Excel and MS Word • Willingness to travel • May be required to work outside of normal work hours • Knowledge of HVAC, plumbing, electrical, carpentry, and mechanical systems (including relevant equipment and tools) is advantageous

Enquiries may be made to: Merilyn Nonti Tsindwi, **email:** nontokozot@mindworx.co.za

The GEPF is an equal opportunity employer, committed to employment equity in the organization.

The principles as set out in the GEPF's employment equity policy will apply. To apply for the above vacancy, email your CV to: nontokozot@mindworx.co.za. The position will also

be advertised in the following websites: **www.gepf.co.za & www.mindworx.co.za**

The closing date is: 03 December 2021

No late applications will be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) prior to the selection process. Communication will be with short-listed applicants only

For more information contact us at:  0800 117 669

 0800 117 669

 @GEPF_SA

 enquiries@gepf.co.za

 gepf.co.za

