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### SETSHABA RESEARCH CENTRE

Setshaba Research Centre (SRC) is a South African, Non-Governmental/Non-Profit Organization in the field of clinical and social scientific research. The centre is located in Soshanguve, within the City of Tshwane, Gauteng. SRC was founded in 2004 and aims to be a world-class health research organisation, benefitting local communities while making a global impact.

Setshaba Research Centre needs to fill the following position and would like to invite suitably qualified candidates to apply.

**Ref. No: SRC – 19 - 2024**

**Driver**

**Contract Type: Fixed Term**

**Experience and qualifications:**

- Valid driver's licence and Public Driving Permit (PDP)
- Matric
- Must know Tshwane, language and culture of Soshanguve extremely well
- Good driving skills
- Atleast 3-5 years hands on driving experience
- Experience of driving in and around Tshwane especially Soshanguve and surroundings

**Key responsibilities include:**

- Transportation and Collection of SRC staff, participants and goods as required
- Submit weekly completed vehicle trip sheets logs to the HOD/Designee
- Send vehicle odometer reading every Friday morning before the first trip to the group WhatsApp
- Check site vehicle oil and water levels daily and ensure that petrol is sufficient for the day trips
- Keep the site vehicles clean and tidy at all times
- Ensure that SRC vehicles are parked securely and no off-site parking without the permission of HOD
- Immediately report accidents to HOD then proceed to nearest police station and obtain a police case number, copy of accident report, information of accident, photos and 3rd party details.
- Comply with health and safety regulations and site SOPs
- Operate the vehicle correctly, safely, obeying the rules of the road and free from any intoxicants
- Ensure that no one other than authorized study personnel drives the vehicle
- Liaise with the HOD/designee and immediately inform them of any problems with any of the above-mentioned activities

**The candidate will be based at Setshaba Research Centre in Soshanguve**

### REMUNERATION

Setshaba Research Centre offers competitive market related remuneration packages according to Qualifications and Experience.

**Please email your CV and Qualifications to [hr@setshaba.org.za](mailto:hr@setshaba.org.za)**

**Always quote Ref no. and position on your application. No CVs without qualifications will be considered.**

Closing date for submission of CVs: 18 October 2024. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful.

**NB. Setshaba Research Centre reserves the right not to appoint.**