



WE ARE HIRING:

OFFICE ASSISTANT/DRIVER

Reference: PSSPF – OAD-2026

Location	Menlyn, Pretoria
Employment Type	Permanent
Salary	Market Related
Industry	Retirement Fund / Financial Services

ABOUT OUR CLIENT:

Our client is Retirement Fund based in Menlyn, Pretoria. The Fund is committed to sound governance, regulatory compliance and service excellence, and is seeking to appoint a suitably qualified and experienced professional to join the team.

PURPOSE OF THE ROLE:

To provide reliable driving and administrative support services to the Fund, ensuring the safe and timely transportation of people and documents, effective document handling, and responsive office assistance in support of operational efficiency.

COMPETENCIES REQUIRED:

- Knowledge of South African road laws, safe-driving practices, route planning and defensive driving principles.
- Understanding of internal office processes, document-handling rules, and departmental workflows.
- Demonstrates responsible driving, adherence to road rules, safe navigation and punctual arrivals.
- Plans routes and office tasks to meet strict deadlines for deliveries, collections and admin requests. Ability to print, scan, upload, organise and track documents as part of daily office support duties.

The PSSPF reserves the right not to fill this advertised position. The PSSPF is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender, and disability). African, White, Coloured, Indian candidates and people with disability are encouraged to apply. All shortlisted candidates will be subjected to background checks.



DUTIES:

- **Document Delivery and Transport:** Provide official transport services to trustees and authorised stakeholders for Fund-related activities only. Confirm receipt of delivered documents and maintain a simple delivery log for tracking.
- **Office Support and Document Handling:** Responsible for printing, scanning, filing and uploading documents. Attend to reasonable ad-hoc administrative and logistical tasks aligned with the scope of this role, as assigned by the Finance and Admin Manager. Organise and maintain orderly digital and physical filing to ensure easy retrieval.
- **Vehicle Maintenance and Upkeep:** Meticulous upkeep of the Fund's vehicle. Conduct basic checks such as fuel, cleanliness and tyre condition before trips. Report any vehicle issues immediately and schedule maintenance when required.
- **Reporting and Administration:** Compile and submit weekly/monthly operational reports as advised by the Finance and Admin Manager, which may include mileage logs, delivery registers, task trackers and basic activity summaries. Track tasks assigned and ensure reports reflect completed and pending items. Maintain simple records of mileage, trips or deliveries to support reporting accuracy.

REQUIREMENTS:

- Matric/Grade 12. Valid driver's license (Code B or higher) Professional Driving Permit (Advantageous).
- 2-3 years of experience as a Driver or Office Assistant.

For applications and enquiries:

Please submit your CV, letter of motivation together with certified copies of ID and Qualifications to faith@lenohlahla.co.za. Please state the name of the position you are applying for in the subject line of your email.

Should you not receive a response within four weeks of the closing date, please consider your application unsuccessful.

Closing date: 10 August 2026

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