



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

✉ Private bag X3HOPETOWN8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8/442
Fax (053) 203 0490
www.thembelihlemunicipality.gov.za

INTERNAL/EXTERNAL ADVERTISEMENT

NOTICE NO: 9/2021

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE/DEPARTMENT: OFFICE OF THE MAYOR

1. MAYORAL DRIVER/MESSENGER: HOPETOWN

Annual Salary: R 167 571.12 (Task Grade 7)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension Fund Benefits
- Medical aid fund benefits
- Leave benefits

Key Requirements:

- Grade 10
- 3 year applicable experience
- Valid Code C1 driving License
- Ability to work under pressure
- Attention to detail, good health and observant.
- Good understanding of the Municipal area.
- Good Communication skills

FUNCTIONS & RESPONSIBILITIES:

- Transport the Mayor/ Speaker to/ from scheduled public events and functions.
- Communicating with the Office Administrator or Manager in the Office of the Mayor in respect of the programme / schedule of meetings.
- Identifying with locations and venues and establishes routes, taking into consideration risk/ safety aspects.
- Checking that specific safety requirements have been complied with prior to departure and using designated routes to specific locations/ venues.
- Interacting with external departments (South African Police Services) and security services in respect of high profile functions and possible volatile situations and comprehending safety instructions and contingency plans in cases of emergencies.
- Conducting and recording details of vehicle safety inspections and/ or informs the Fleet Management Clerk to activate maintenance requisitions and confirm service/ repair appointments.
- Transport political office bearers to official approved meetings of Council on a need and request basis.

- Undertakes specific tasks/ activities associated with the provision of support regarding the performing of filing tasks.
- Perform related tasks for delivery of mail and council agendas to Councillors.
- Performs specific tasks associated with the operating of a light motor vehicle.
- Perform any other tasks that are requested by superior.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Senior Manager: Corporate Services, Mr TR Oliphant at 053 2030 005/8.

Closing date: 28th May 2021 at 12h00

**Mr Michael R. Jack
Municipal Manager
Thembelihle Municipality
PO Box X3
HOPETOWN
8750
Tel: 053 2030 005/8**

- Canvassing for selection will automatically disqualify an applicant.
 - If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
 - No late or facsimile applications will be accepted.
 - No applications will be considered without certified copies of the original documents of qualifications.
 - The Council reserves the right not to appoint.
 - Correspondence will be limited to short-listed candidates.
-