



# GREATER TZANEEN Municipality



## VACANCY

The following position is being advertised and applicants are invited to apply.

### OFFICE OF THE MAYOR

**1 X DRIVER FOR THE MAYOR**  
**(Job Id No. 0/1/1/006)**

**Salary: R238 929.50 per annum (Job level 10)**

The job purpose of a Driver for the Mayor is to provide safe and efficient chauffeur and transport services to the Mayor; and to maintain the official standards of protocol and etiquette so that the stipulated standards are adhered to within the office of the Mayor.

**Key performance areas:** The Driver for the Mayor must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for:- ➤ Provide transport services for the Mayor to functions and meetings; ➤ Performs chauffeur service to ensure the transport of the Mayor to and from designation; ➤ Support VIP function so that any protocol arrangements and Mayor's transportation arrangements are dealt according to policy and other related protocol; ➤ Performs hand mail delivery service to ensure that delivery of document/s is done effectively and efficiently; ➤ Performs general office administration activities to ensure the executing of essential administrative duties.

**Requirements:** • A minimum requirement of Grade 12; Valid code 08/10 driver's licence/PRDP and advance driving will be a recommendation and two years' experience in driving Executives..

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**Applications should be submitted on the prescribed compulsory application form and indemnity form ([www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za)), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850**

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

**Closing date: 21 December 2018 at 15:00**

**Enquiries: Mrs H Maake (015) 307 8284/8006.**

Greater Tzaneen Municipality is an Employment Equity Employer.

**SB MATLALA – MUNICIPAL MANAGER**