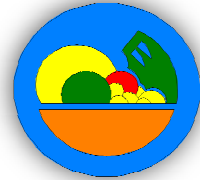




GREATER TZANEEN Municipality



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 Nr. 0/1/1/006)

Salary: R207 990.44 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 8 and two years basic VIP driving experience.

Applications on the compulsory prescribed application form and indemnity form (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.

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: 09 September 2016 at 12:00

PLEASE MARK CLEARLY WHICH POSITION YOU ARE APPLYING FOR

Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/8006.

Greater Tzaneen Municipality is an Employment Equity Employer.

SR MONAKEDI – MUNICIPAL MANAGER