

ELIAS MOTSOALEDI LOCAL MUNICIPALITY

P O BOX 48
GROBLERSDAL
0470
Tel: 013-262 3056



Civic Centre
2nd Grobler Avenue
GROBLERSDAL,
0470

Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province subscribes to principles of employment equity and thus committed to the achievement and maintenance of equity in employment, especially with respect to race, gender and disability wherefore suitably qualified candidates are hereby invited to apply for the vacancies hereunder.

INTERNAL ADVERT

POSITION : CHAUFFEUR
DEPARTMENT : EXECUTIVE SUPPORT
REMUNERATION : R 148 884, 00 pa (excluding employment benefits and allowance where applicable)
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS: Grade 10, Code EB driving license, 01 year of VIP / chauffeur driving experience , Advanced Driving Courses with accredited institutes will be an added advantage,.

RESPONSIBILITIES: Perform activities / tasks associated with specific travel requirements for the Mayor, by Communicating with the Executive Assistant in respect of the programme / schedule of meetings, Identifying which locations and venues and establish routes, taking into consideration risk / safety aspects, Interacting with VIP Protection Services and 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 as and when required, Conducting and recording details of vehicle safety inspections and / or arrange with the Executive Assistant to arrange maintenance requisitions and confirm service / repair appointments, transport the Mayor to / from scheduled public events and functions, by checking that specific safety requirements have been complied with prior to departure and using designated routes to specific locations/ venues, communicating with VIP Protection personnel on specific safety requirements during travel and applying agreed procedures to counteract or avoid life threatening incidents.

PLEASE NOTE: Applications for the post must be submitted on an official application form obtainable from the Human Resources Offices / downloadable from www.eliasmotsoaledi.gov.za/vacancies.htm. Accompanied by recently certified copies of qualifications, CV, ID Copy and Driver's License. The certified copies should not be older than 3 months. Late, faxed, e-mailed or applications not made on the official application form shall not be considered. Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful. The submission of applications grant the Municipality the right to conduct qualification verification, screening and/or vetting. Furnishing of dishonest information or any misrepresentation shall result in a disqualification of a candidate(s) or may lead to termination of candidate's contract of employment, if appointed. A candidate who canvasses any councilor or official for preference shall be disqualified immediately from the selection process or from appointment. It is the responsibility of the applicants in possession of the foreign

qualifications to submit the evaluated results by the South African Qualifications Authority. The Municipality reserves the right to appoint or not to appoint for these positions. The applications must be addressed to: **The Acting Municipal Manager, P.O BOX 48, Groblersdal, 0470 or hand delivered at 2nd Grobler Avenue, Groblersdal, 0470**, put in the marked Box for Vacancies. For further information or enquiries contact Mr Mafeefe Mafiri or Mr Moses Mahlangu of the Human Resources Management during working hours at Tel: (013) 262 3056/7/8/9. The **03 July 2020** for the above-mentioned positions shall be at 16H:15 (with a grace of an additional three (3) days for posted applications).



M.M KGWALE
ACTING MUNICIPAL MANAGER