



## INTERNAL & EXTERNAL VACANCY

NOTICE NO: 43 /2024

Umsobomvu Local Municipality, with its seat in Colesberg and servicing the towns of Colesberg, Noupoot and Norvalspont seeks applications from suitably qualified candidates for appointment in the under-mentioned post. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

### Mayoral Driver (Contract position)

<b><u>Directorate</u></b>	:	Corporate Services
<b><u>Division</u></b>	:	Office of the Mayor
<b><u>Place of work:</u></b>		Colesberg
<b><u>Duration</u></b>	:	Fixed-term contract linked to the term of office of the Mayor
<b><u>Salary</u></b>	:	T Grade 6 (R158 628.00 per annum) plus normal fringe benefits applicable to local government and a cellphone allowance.

### Requirements: Qualifications and Experience

- Minimum Grade 10
- Basic literacy
- Drivers Licence code B or EB (Former code 08)
- 0-1 years' experience required.
- General understanding of the municipal operations will serve as an added advantage.
- Advanced driving course and skills will serve as an added advantage.

### Key Performance Areas

- **Oral Communication:** Communicates basic instructions to peers; and receive and understand instructions correctly.
- **Task Accountability:** The ability to understand and follow basic instructions and be held accountable for task accomplishment. Ensure that the vehicle is always fueled, cleaned and ready for use. Arrange for vehicle repairs as needed. Driving the Mayor for official trips to certain destinations for scheduled public events and functions. Ensure that vehicle is serviced as per schedule. Recording travelled kilometres in the logbook and submitting the logbook to the supervisor.

- **Work Place Safety:** Promotes the principles of Occupational Health and Safety.
- **Vehicle Safety:** Preparing the car and its occupants for the journey. Make sure the vehicle is safe and roadworthy. Complies with road signals, signage and road markings. Conducting and recording details of vehicle safety inspections.
- **Driving Behaviour:** Guiding and controlling the car. Using the road in accordance with governing traffic laws. Interacting appropriately with other road-users.

**Closing date:** The closing date shall be **03 May 2024** at **16:30**.

**Application Instructions:**

Applicants MUST use the official Application for Employment and supplement it with a comprehensive CV together with certified copies of qualifications and MIE Background screening form obtainable from the municipality's website and Human Resource Management Office. Applications including all relevant documentation must be submitted to: **The Municipal Manager, Umsobomvu Municipality, 21A Church Street, Colesberg, 9795** or e-mailed to [apiwe@umsobomvumun.co.za](mailto:apiwe@umsobomvumun.co.za). Should applicants not receive any response within three months after the closing date, please accept that your application has not been successful. All enquiries must be directed to the Human Resource Section. Canvassing and/or lobbying of Councilors and or municipal officials will result in the disqualification of an applicant. No late applications will be considered.

Inquiries to be directed to Apiwe Khalankomo at **051 753 0047** or [apiwe@umsobomvumun.co.za](mailto:apiwe@umsobomvumun.co.za)

**T.W. MSENGANA**  
**MUNICIPAL MANAGER**

**16 April 2024**