



INTERNAL ADVERTISEMENT

SETSOTO LOCAL MUNICIPALITY

TWENTY-SEVEN (27) MONTHS FIXED TERM CONTRACT

Setsoto Local Municipality, with its seat in Ficksburg, Free State, is an equal opportunity, affirmative action employer with clear employment equity targets. It is the municipality's intention to promote equity through the filling of posts, according to the set Employment Equity targets. Qualified persons, women, and people with disability with the skills and expertise to discharge the duties of the under-mentioned positions are invited to apply.

DIRECTORATE : MUNICIPAL MANAGER'S OFFICE
DIVISION : EXECUTIVE MAYOR'S OFFICE
POSITION : DRIVER TO THE EXECUTIVE MAYOR
UNIT : FICKSBURG
SALARY : R 257 493.60 Per Annum (PL 7/4)

REQUIREMENTS

Basic Literacy. The candidate must demonstrate a high level of communication skills (verbal & written). The candidate must have at least 1- 2 years' driving experience. Candidate must be responsible, reliable, be able to work independently and be able to take written and verbal instructions. Must have good problem-solving abilities. Candidates must be in possession of valid South African driver's license preferably Code 08. Candidates must be sober minded and be able to adhere to the road / or traffic signs all the time. The candidate must not have any criminal record.

Demonstrate the ability to stay focused on a task, need to be energetic, persistent, and reliable. The ability to persist with actions/ work deliverable despite obstacles. The willingness and motivation to learn, acquire knowledge, develop insight, and focus on continuous self-improvement. Candidates must not have a criminal record of any kind.

DUTIES

To provide overall transport service to the office and the Executive Mayor. To present the office of the Executive Mayor with dignity every time. To keep confidential information as expected. Prepare the vehicle and its occupants for the journey. Make sure the vehicle is safe and roadworthy. Complies with road signals, signage, and road markings. Continually reviewing and adjusting driving behavior. Ensure high quality output, accurately checks processes, and tasks and shows diligence. Perform safety inspections, recognize, and report mechanical problems and perform preventative. Reports defective vehicles to minimize safety risks.

ENQUIRIES

Recruitment and Placement Officer (Mr. LG Motleleng), tel (051) 933 9300

NOTE

Applications must be accompanied by a recently updated CV, as well as certified copies of all qualifications, ID document and two contactable employment referees. Failure to submit requested documents will result in your application not being considered. Applicants who do not receive feedback within two months from the closing date must accept that their application was unsuccessful. Short-listed candidates will be subjected to reference checks, vetting, and signing of indemnity forms. A candidate who canvasses for preference will be disqualified. Applications received after closing date will not be considered.

NOTE

THE FIXED TERM CONTRACT WILL RUN CONCURRENTLY WITH THE REMAINING TERM OF THE OFFICE OF THE EXECUTIVE MAYOR.

Please sent applications to the Municipal Manager, Setsoto Local Municipality, P O Box 116, Ficksburg 9730. Faxed or e-mailed applications will be automatically disqualified.

Closing date

27th of January 2025. Before the end of business day (16h30)

Mrs. NF Malatjie
MUNICIPAL MANAGER