



Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461
 Website: www.xhariep.gov.za; martyr@xhariep.gov.za

Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Naledi. Xhariep District Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant post.

POST NO	EXTERNAL JOB ADVERTISEMENT	
1	Job Title	Driver to the Speaker (Contract –attached to the term of Speaker of Xhariep District Municipality)
	Reporting	PA TO THE SPEAKER
	Main Purpose of the job	<ul style="list-style-type: none"> ✓ To provide a chauffeur service to the Speaker through the application of laid down safety guidelines and procedures with respect to designated travelling routes and actions to be taken during emergencies and life situation.
	No. of positions	1
	Qualifications	None (Drivers licence)
	Remuneration	R242 270.43 Total Cost to Employer
	Specialised Training	Driving Skills
	Experience	2-3 years driving experience
	Key Performance Areas	<ul style="list-style-type: none"> ✓ Performs activities/task associated with specific travelling requirements of the Speaker. ✓ To ensure risk issues are assessed and precautionary measures understood enabling the Speaker to undertake specific obligation and appointments. ✓ Transport the Speaker to /from scheduled official /public events and functions to ensure laid down procedure and instruction are compiled during the travel and emergencies/threats recognised and appropriate action taken to avoid life threatening situations. ✓ Maintain official vehicle according to maintain schedule and Councillor's vehicle maintenance policy. ✓ Keep daily log sheet of kilometres to ensure proper vehicle utilisation and transport manager.
	Behavioural Competencies	Honesty and confidentiality. Ability to work under pressure.

Instructions to applicants	<ul style="list-style-type: none"> ❖ Applicants are informed that all the necessary checks/ vetting to ensure suitability. ❖ Applications should include a covering letter; resume and certified copies of qualifications and ID. ❖ The reference checks will be done to all shortlisted candidates. ❖ No email or faxed applications will be accepted. ❖ Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful. ❖ Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates ❖ <i>Canvassing either a Councillor or any municipal official for this position automatically disqualifies the candidate.</i>
Applications should be directed to	The Acting –Director Corporate Services : Mr Mbuyiselo Khapha; Private Bag X136; Trompsburg; 9913
Enquiries with regard to these positions should be directed to	Mr. Mbulelo Jafta Acting Manager: Human Resources Management Telephones: 051 713 9325
Date of Publication	14th August 2014
Closing Date for Applications	20th August 2014
Municipal Manager	Mr Martin Kubeka

Approved by:

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Mr Martin Kubeka
Municipal Manager