



JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

EXECUTIVE MAYOR PROTOCOL DRIVER (Fixed term contract linked to **EXECUTIVE** Mayor's term of office)

Remuneration: **R261 096.38 (All inclusive)**

Requirements:

- A valid driver's license,
- Ability to read and write Setswana, English and Afrikaans;
- Ability to interact with SAPS and security services in respect of high profile functions,
- Ability to work under pressure and beyond working hours.

Key Performance Areas:

- **Driving the Executive Mayor to designated area**
 - Driving the **EXECUTIVE** Mayor to meetings and workshops in and outside the district;
 - Carry out tasks related to the work assigned by the **EXECUTIVE** Mayor
 - Delivering invitations from the office to different stakeholders as and when requested by the Executive Mayor.
- **Doing prior inspections on a Mayoral vehicle before embarking in a trip and using designated routes to specific location or venue**
 - Making sure that the Mayoral vehicle is maintained and booking an appointment with the car dealership on time to ensure that the care is properly serviced.
- **Interaction with the protection services**
 - Liaising with SAPS in respect of high profile functions and possible volatile situations and handling the safety instructions and contingency plan, e.g. safer routes to use if there's a foreseen danger.

The John Taolo Gaetsewe District Municipality, situated in Kuruman is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancy.

Conditions:

1. Each applicant must submit the following:
 - A signed application letter;
 - A comprehensive CV;
 - Certified copies of qualifications, ID & Driver's Licence
 - Transcripts of the professional qualifications.
2. All shortlisted applicants shall be subjected to security vetting rigorous verification of qualifications and references as well through evaluations and the establishment of possible and criminal records;
3. No faxed or e-mailed applications will be accepted;
4. The Municipality reserves the right at all times not to appoint.
5. No late applications will be considered.
6. Applications for all this position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman or hand-delivered to 4 Federale Mynbou street, Kuruman, on or before the **19 August 2016 at 16h00**.

Please note: If you have not heard from us within 30 days from closing date, please accept that your application was unsuccessful.

Mrs MP Bokgwathile
Municipal Manager