



# JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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.

## *Internal Advert*

### **MANAGER: FACILITIES MANAGEMENT (Permanent Position)**

**Remuneration: R642 189, 75 - R658 287, 92 per annum**

#### **Requirements:**

- Grade 12 with 5 years' experience in local government
- Knowledge of computer programs
- Excellent verbal and written communication skills

#### **Key Performance Areas:**

- Ensure that bulk procurement and distribution of groceries and stationery for the entire municipality;
- Ensure that the municipal buildings are in good condition by maintaining and repairing everything that needs to be repaired.
- The unit is will be responsible for ensuring tidiness of the photocopying room; loading the heavy duty machine with acceptable paper, logging and reports machine defects;
- Supervise all office attendance and ensure the cleanness of the building
- Ensure that subordinates they carry out their duties

#### **Conditions:**

1. Each applicant must submit the following:
  - Completed "Application form for staff members" which can be downloaded from the JTGDM web-site on [www.taologaetsewe.gov.za](http://www.taologaetsewe.gov.za)
  - A signed application letter;
  - A comprehensive CV;
  - Certified copies of qualifications,
  - Transcripts of the professional qualifications;
  - Certified ID and driver's license
2. No late applications will be considered.
3. Candidates will be subjected to vetting, rigorous verification of qualifications and references as well through evaluation and the establishment of possible and criminal records;
4. The candidates will be required to disclose all financial interests.
5. The appointment of successful candidate is subjected to the signing of employment contracts and performance agreements;
6. The Municipality reserves the right at all times not to appoint.
7. If you do not get any response within 30 days of closure of the advertisement, please accept that you were unsuccessful.
8. No faxed or emailed application will be accepted.
9. The John Taolo Gaetsewe Municipality subscribes to the principles of employment equity
10. Canvassing will disqualify any candidate from being considered for appointment

#### **Applications for the 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 **16<sup>th</sup> October 2023**.

**All enquiries can be directed to the HR Manager Mrs Portia Mereyotlhe @ 053 712 8750/8710/8714.**

**Mr KK Teise  
Municipal Manager**