



## **EXTERNAL ADVERTISEMENTS: CORPORATE SERVICES** (6 Months Contractual Position)

Applications are hereby invited from suitably qualified and experienced persons for the following vacancies positions:

### **POST: DRIVER: MAYORAL**

**SALARY TK:6**

**SALARY SCALE: R153 444 – R199 140**

### **QUALIFICATION AND EXPERIENCE REQUIRED**

- Grade 12
- Code EB driving license.
- Advanced Driving Courses with accredited institutes.
- 1 year experience.

### **CORE RESPONSIBILITIES**

Performs activities/ tasks associated with specific travel requirements for the Mayor by:

- Communicating with the Personal Assistant in respect of the program/ schedule of destinations.
- Identifying with locations and venues and establishes routes, taking into consideration risk/ safety aspects.
- Interacting with Protection Services and external departments (South African Police Services) and security services in respect of high-profile functions and possible volatile situations and comprehending safety instructions and contingency plans in cases of emergencies and applying agreed procedures to counteract or avoid life threatening incidents.
- Conducting and recording details of vehicle safety inspections and/ or informs the immediate supervisor to activate maintenance requisitions and confirm service/ repair appointments.
- Completing logbook and signing off mileage and vehicle faults.

### **PROTECTION SERVICES**

Performs activities/tasks associated with the protection of the Executive Mayor by:

- Checking and screening of all visitors for firearms before entering the Mayors chambers.
- Checking on seating arrangements, escape routes etc. at all functions attended by the Mayor.
- Transporting of Councillors and relevant personnel.

In order to ensure that protection services are carried out efficiently and effectively.

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two months and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: [wesselsh@bnlm.gov.za](mailto:wesselsh@bnlm.gov.za)/[mabier@bnlm.gov.za](mailto:mabier@bnlm.gov.za) not later than **Tuesday, 6 February 2024**. Late, applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the vacancy.

**DR. E.M. RANKWANA**  
**MUNICIPAL MANAGER**

**P.O. Box 71**  
**Graaff-Reinet**  
**6280**

**NOTICE NO: 150/2024**

**Tel: 049 8075700**