INTERNAL/EXTERNAL ADVERT

**Masilonyana Local Municipality is an equal opportunity employer committed to the promotion of equity and equality. The Municipality hereby invites applications from suitably qualified candidates and People with disability are encouraged to apply for the following position.**

**DIVISION: CORPORATE SERVICES**

**MESSENGER/DRIVER X 2**

Requirements:

* NQF Level 4 plus
* Valid drivers’ Licence plus PDP
* Must have a proven communication skills
* Must be ableto read and write

**Responsibilities:**

* Delivery of EXCO/Council and Committee Agendas throughout the whole of Masilonyana in accordance to approved prescriptions.
* Collecting and delivery of post throughout the entire municipality in accordance with approved prescriptions.
* Collecting and transporting of stock/stationery in relation to Corporate Services and related items throughout the entire municipality.
* Transporting of officials through instruction of Manager Admin and Support Services and within Council’s prescribed policy.
* Will be responsible to drive only a vehicle officially allocated to him/her.
* Will keep an official log sheet for such vehicle.
* Will ensure that all normal inspections are done on the vehicle and that the vehicle is neat and clean as prescribed by the Council’s official prescriptions.
* Will ensure that general repairs and normal services on the vehicle is done as prescribed.
* Will ensure that the vehicle is in good and road worthy condition at all times.
* Will ensure that the vehicle is kept safe as prescribed by the Council’s insurers from time to time.
* Will report any default, accidents and other happenings without delay to his/her direct supervisor.
* Will ensure that the official vehicle allocated to him/her is not driven by any other person/driver without the prior approval from a Senior Official who has the authority to give such an approval.
* Will not transport any person and/or goods with the official which that does not belong to the Council or who is not an employee in the employment of the Council or an official elected Councillor of the Masilonyana Local Council.

**Salary: R153 588,25 p.a**

**Closing Date: 10 December 2021 @ 16h00.**

Enquiries may be directed to **Ms K.E.E Molaoa Human Resources Recruitment and Selection Division** at telephone number 063 829 5861 during office hours.

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV’s with certified copies of their qualifications to the following address:

The Acting Municipal Manager, Masilonyana Local Municipality, PO Box 8, Theunissen, 9410, or applications can be hand delivered at Municipal offices in **Theunissen, Brandfort, Winburg and Verkeerdevlei**.

No e-mails, faxes or late submissions will be accepted.

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful

**DULY SIGNED**

**L. MOKOTELI**

**ACTING MUNICIPAL MANAGER**