FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancy:

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
VACANCY: MAYORAL DRIVER

Ref. no: 21/26

CONTRACT POST
TASK 7

Fixed term contract linked to the term of office of the public office bearer which is performance based.

Basic salary: R211 332.00 – R274 272.00 (plus contractual benefits: pension, medical aid scheme, group life insurance, housing subsidy, 13th cheque).

Requirements: The applicant must be in possession of a senior certificate. Knowledge of political office protocol and support. Good interpersonal and communication skills • At least 6 months relevant experience. Experience in security management will be an added advantage. Code B driver's licence – (PrDP).the successful candidate must be physically fit and must be willing to work outside normal working hours during emergencies and planned overtime. Must be willing to work in all weather conditions.

Key performance areas: Performing authorized driving duties for the Executive Mayor. Driving the Executive Mayor for official trips to certain destinations for scheduled public events and functions using mayoral vehicle. Ensure that allocated vehicle is serviced as per schedule. Recording travelled kilometres in the logbook and submitting the logbook to the supervisor. Assuring that damages are restricted or prevented. Reporting any accidents or incidents. Report damages or losses in respect of the vehicle to the supervisor immediately. Keep up-to-date with all traffic legislation. Loading & offloading of parcels and deliveries. Execute safe driving techniques. Route planning. Ensuring that the vehicle is operated under safe and stable conditions. Solely responsible for and in control of the vehicle. Adhere to all traffic rules and regulations. Conduct roadworthy inspection of vehicle before use. Ensure that the vehicle is clean at all times. Ensuring that the vehicle is parked safely at all times. Messenger services and protect the mayor from any potential harm. Provide protocol services.

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of ID and qualifications not older than 3 months.

Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse/Ms. Lesedi Thomas, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply. FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED. Successful candidates will be subjected to a compulsory reference and validation checks. The District Municipality reserves the right to make no appointments.

Closing Date: 04 December 2026

MUNICIPAL MANAGER, MS ZM BOGATSU