



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 vacancies:

DEPARTMENT: ADMINISTRATION
VACANCY: AUXILLIARY SERVICES OFFICER

Ref. no: 01/23

PERMANENT POSITION

TASK: 11

Basic salary: R289 440.00 – R375 660.00 (plus benefits: pension, medical aid scheme, group life insurance, housing subsidy, 13th cheque)

Requirements: Candidate must be in possession of a Bachelors degree/National Diploma in Public Administration or a building trade or technical qualification from a recognized further education and training institute. Building and facilities maintenance administration experience (2-3 years). Computer literacy. Code EB driver's license.

Knowledge, Skills, Training and Competencies required: Good interpersonal, communication, presentation and customer service skills. Good organizational and supervisory skills. The applicant must be computer literate. Ability to conduct research and surveys. Compile reports and project management skills.

Key Performance Areas: Co-ordinates, controls and guides specific requirements associated with the administration of contracts relating to the maintenance of building and surrounds and monitoring of, associated soft services, cleaning, garden maintenance facilities. Assessing deliverables and prioritizing outcomes relating to the general maintenance, recording and allocating venues for internal and external clients, implementing procedures, investigating and resolving deviations and attending to the preparation of responses and provision of information to support query resolutions to ensure compliance with standards and provision of a quality service that meets clients' expectations.

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 certified copies of ID and qualifications not older than three 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/Mrs. Lesedi Job, 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. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments..

Closing Date: 10 February 2023

MUNICIPAL MANAGER, MS ZM BOGATSU